OKI

Wide Format Printer
Teriostar LP-2060 Series

LP-2060-MF

User's Manual for Multifunction Printer Operation

U10000138600   December, 2017   Rev. 2

Chapter **1** Before Use

Chapter **2** Copy Function

Chapter **3** Submission Function

Chapter **4** Preset Functions

Chapter **5** Scan Function

Chapter **6** Troubleshooting

U10000138600   December, 2017   Rev. 2

This product supports TCP/IP (IPv4/IPv6).

This product displays fonts created by TypeBank Co., Ltd. and ARPHIC TECHNOLOGY.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.
This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

$$C\,E$$

The CE mark, that shows that the products sold in the EU are conformed to the requirements of EC directive, is statutorily obliged to be affixed to the products.
In each directive, the scope of directive to be applied to equipment is explicitly defined. Our company's product LP-2060 series conforms the EMC directive, low voltage directive and RoHS Directive.

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Preface

Your Printer is a Teriostar LP-2060 Series wide format Printer (Referred to as the Printer in this manual), and this manual describes how to operate the Printer's copy, submission, and scan functions.

For details about the print function, paper setting, consumable replacement, and paper jam clearance, see the separate ***User's Manual for Basic Printer Operation***.

To handle the Printer safely and correctly, be sure to read the ***Safety Precautions*** carefully before use.
Keep this manual in a place where you can easily read it when required.

The LP-2060 printer model may not be sold in some countries or regions.

Safety Precautions

In this manual, the following symbols are used to alert the user to information that will prevent damage to the Printer, and ensure its safe and correct use.

These symbols are explained below. Make sure that you thoroughly understand the information. Always follow the instructions marked by these symbols.

■ Symbol Examples

⚠️ **Warning**	If this information is ignored and the Printer is handled incorrectly, it may result in serious injury or death.
⚠️ **Caution**	If this information is ignored and the Printer is handled incorrectly, it may result in injury or machine damage.

△ This symbol indicates that caution is required (includes dangers and warnings).

⚠️ The example on the left indicates a safety **Warning or Precaution**.

🚫 This symbol indicates a prohibited action.

🚫 The example on the left means **Do not disassemble**.

🔵 This symbol indicates required actions or instructions.

🔵 The example on the left means **Disconnect the power plug from the outlet**.

⚠ **Warning**

🚫	Be very careful not to touch the fuser unit labeled HIGH TEMPERATURE inside the Printer. Burn injuries may result.
🚫	Do not disassemble or modify the Printer. An accident or malfunction may result.
🚫	Do not heat a toner cartridge or a waste toner bottle containing waste toner, nor place it into a flame. It may burst or ignite, resulting in an accident or fire.
🚫	Never use the Printer in a location exposed to abnormally high humidity or moisture. A fire, electric shock, or malfunction may result.
🚫	Do not drop metal pieces such as staples, or spill water, or other liquids inside the Printer or through gaps. A fire, electric shock, or malfunction may result.
🚫	Do not connect or disconnect the power cord or other parts with wet hands. An electric shock may result.
⏻	In the following situations, turn off the power, and disconnect the power plug from the outlet. If you continue using the Printer in an abnormal condition, an accident or fire may result. ◇ When cleaning ◇ When an abnormal odor, noise, or smoke is emitted ◇ When foreign matter such as metal pieces or water get inside the Printer or through gaps ◇ When a problem that must be repaired by the service representative occurs
❗	Connect the power plug separately to a power socket with a rated voltage of 120V and a rated current of 16A or more, or to a power socket with a rated voltage of 230V and a rated current of 9A or more. To prevent a fire or electric shock, avoid the sharing of power with other equipment.

	Be sure to remove the dust on the power plug and the socket. Do not use a dusty plug as a current leak due to humidity on its surface may heat the plug and result in fire.
	Do not fix, twist, bind, modify, stretch, or bend excessively the power cord. Do not put heavy object on it. A damaged power cord may heat and result in fire or electrical shock.
	If the power cord is cut or if the wires are exposed, ask a service representative for replacement. Using a damaged power cord may result in fire or electrical shock.

⚠ Caution

	Do not disassemble or modify the toner cartridge. The toner on your skin will have a negative effect. If ink stains your skin or clothing, wash with soap and water immediately.
	To prevent a toner leakage, do not drop the toner cartridge nor expose it to strong impacts. If toner gets into your eyes, do not rub your eyes, and wash the toner out. Visit a doctor immediately.
	As the roll paper is heavy, handle it carefully to make sure that you do not drop it. Dropping the roll paper on your feet may result in injury.
	When installing the roll paper, use the cutter to cut the end of the paper. At this time, be careful not to injure yourself on the cutter.
	Install the Printer close to a power outlet. Make sure the outlet is easy to reach in case the power plug needs to be disconnected in an emergency.
	When connecting and disconnecting the power cord, hold it by the plug or connector. To prevent a fire, electric shock, or malfunction, avoid pulling the cord.

❗	If you use a power strip, change it for a new one at least once a year.
🚫	Do not use an extension cable or an adapter plug.
❗	Once a month, turn the power switch off and inspect the followings. Contact your service representative if you detect any problem. ◇ The plastic insulator at the base of the plug's pins does not suffer from heat deformation. ◇ The plug's pins are not bent or covered by rust. ◇ There is no dust between the plug's pins. ◇ The power cord is not frayed and the energized wires are not exposed. ◇ The plug is firmly plugged into the socket. ◇ There is no dust on the plug or the socket.
❗	Before moving the Printer from its current installation location to another location, contact your service representative.

In addition to the items above, observe the warnings and precautions in each section of the manual.

Reading the Manual

◆ Notations

■ Indicators

⚠ **Warning**

◆ Describes information equivalent to a **Warning** in a safety precaution.

⚠ **Caution**

◆ Describes information equivalent to a **Caution** in a safety precaution.

Note

◆ Describes the information to be noted on handling the Printer.

💡**TIP**   The **Tip** indicator.
Indicates useful information, supplementary operation, or other information.

(📖 page)   The **Reference** indicator.
The reference section or page is shown after this indicator.

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Chapter *1*
Before Use

Chapter 1 describes the information required for operating the Printer. Be sure to understand the basic information described in this chapter before moving to the next chapters.

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Depending on the subject matter, copying may be restricted or prohibited by law.

<Items restricted by law>
- Government-issued banknotes, coins, securities, government bonds, local government bonds (including items marked as samples)
- Banknotes, coins, or securities in circulation in other countries
- Unused postage stamps or postcards without government copying permission from the government
- Government-issued payment stamps, or securities restricted by law
- Other items prohibited by related laws

<Items treated with discretion>
- Privately-issued securities (such as stocks, bills, checks), commuter tickets. Other than the minimum copying required for companies to use in their operations, the government advises caution.
- Also, it is better to think items such as government-issued passports, licenses issued by public or private bodies, permits, ID cards, traffic tickets, and food tickets should not be copied.

<Copyrighted items>
- The copying of copyrighted items such as novels, music, paintings, prints, maps, drawings, movies, and photographs is prohibited except for personal or household use, or within a scope based on such use.

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The Printer is equipped with print, copy, submission, and scan functions. Select a function by pressing the corresponding button.

◆ Print Function

Prints after receiving data created on a workstation, or personal computer (referred to as computer in this manual).
For more details, see the separate *User's Manual for Basic Printer Operation*.

◆ Copy Function

Copies in accordance with the type and image quality of the original.
For more details, see Chapter 2.

◆ Submission Function

Submits image data scanned with the Printer to:
   - a shared folder of a computer,
   - a folder on a FTP server,
   - the Printer HDD,
   - a USB drive inserted in the Printer,
   - an e-mail attachment.
The scanned images can also be printed with a color printer other than the Printer.
For more details, see Chapter 3.

◆ Scan Function

Sends image data scanned with the Printer to the computer connected to the network using the exclusive application.
For more details, see Chapter 5.

Main Functions

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This section describes the main functions for copying and submission.

Copying/submitting after selecting the appropriate original type (📖 page 31 and 📖 page 94)

Text & Lines   Text/Photo   Photo   Blueprint
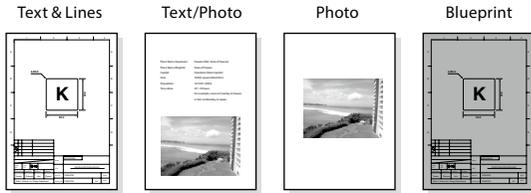
Copying/submitting after deleting background color from the original (📖 page 42)

Original with Background Color
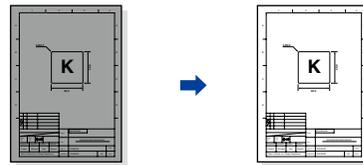
Copying/submitting after adjusting the density (📖 page 32)

High   Normal   Low
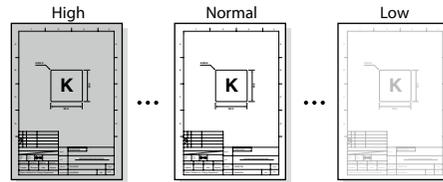
Copying after scaling (📖 page 46)

Same   Fixed   Proportional

A4→A3 (141%)

113.5%

113.5%

Custom

110%

130%
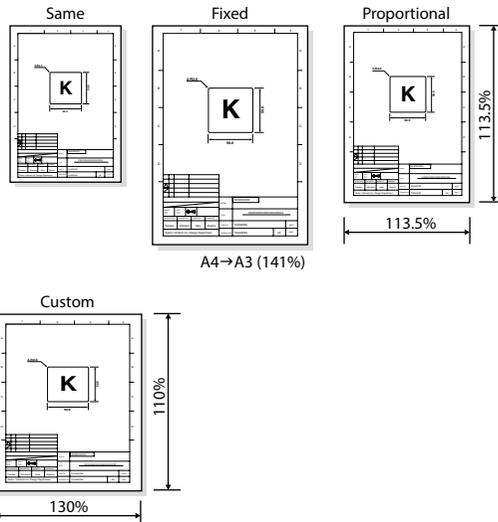
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Copying after adding blank space to the top and bottom of the original
(📖 **page 47**)

Non-Standard Size Original

Paper Feed Direction

Front End

Rear End
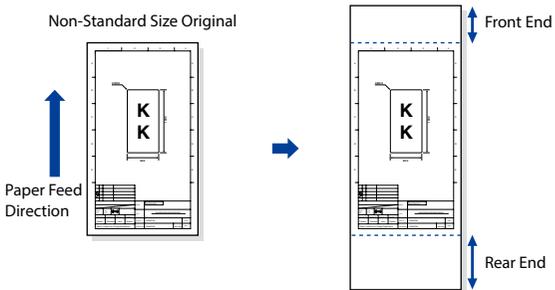
Copying the original partially
(📖 **page 40**)

Paper Feed Direction

Partial copy start position

Partial copy length
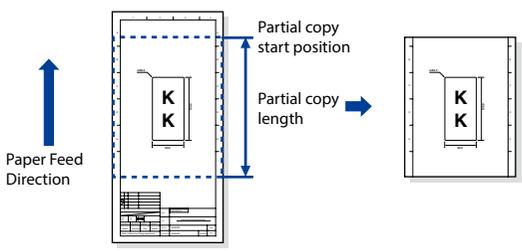
Copying after deleting the frame
(📖 **page 50**)
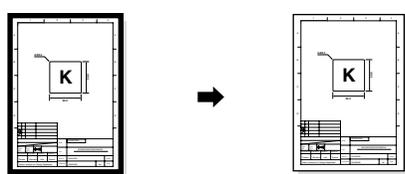
Copying/submitting after adjusting the original's contrast
(📖 **page 43**)

Dark   Medium   Light
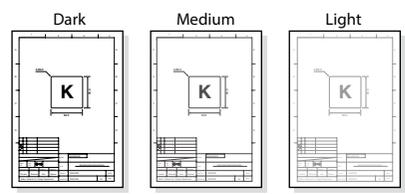
Copying after performing mirror reverse for the original
(📖 **page 52**)

Off   On
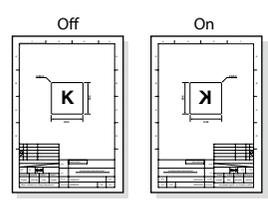
Copying/submitting after performing white on black reverse for the original
(📖 **page 45**)

Off   On

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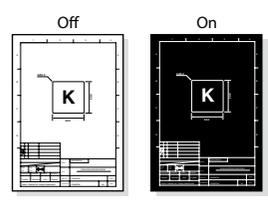
Copying after sorting multiple originals
(📖 **page 57**)
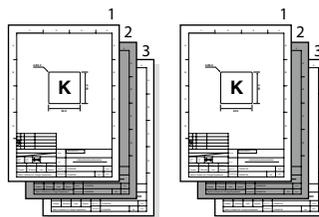
Copying/submitting after adjusting the original's sharpness
(📖 **page 44**)
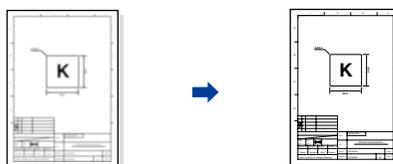
Submitting after selecting the scan resolution
(📖 **page 95**)

150dpi   300dpi   600dpi
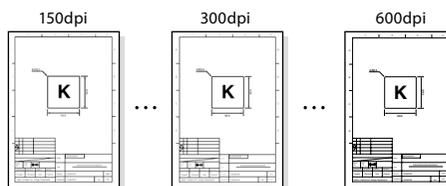
Submitting after selecting the file format of the scan data.
(📖 **page 96**)

PDF   TIFF

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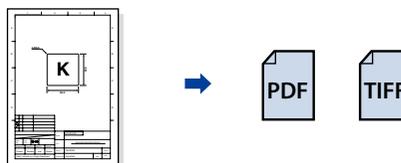
This section describes the original sizes and thicknesses available with the Printer. It also describes the scannable range.

◆ Scannable Original Conditions

Maximum width:	914 mm (36 inches)
Minimum width:	182 mm (7.17 inches)
Maximum length:	15 m (49 feet)
Minimum length:	210 mm (8.27 inches)
Thickness:	0.05 (0.002 inches) to 0.2 mm (0.008 inches)
Type:	Non-transparent or semi-transparent originals
Other conditions:	

- Originals with no folds, wrinkles, tears, or holes
- When the original is rolled, the diameter must be at least 40 mm (1.57 inches)
- When the original is rolled, extend it to make the curl width 80 mm (3.14 inches) more, and the height 10 mm (0.39 inches) or less as follows.

Original

80 mm (3.14 inches) or more

10 mm (0.39 inches) or less
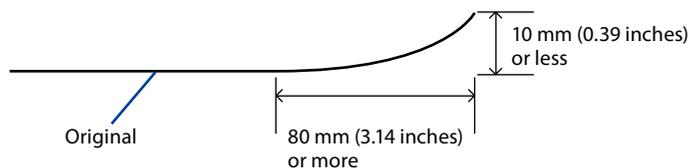
◆ Unscannable Originals

The following originals may cause paper jams, or they may be damaged.

- Originals non included in those described in **Scannable Original Conditions** (📖 **page 19**)
- Originals with staples or clips
- Originals with tears, fissures, or holes
- Originals with wrinkles, rips, or other defects
- Originals with curls or waves
- Originals with folds
- Originals with 2 or more sheets affixed or overlapped together
- Originals with processed surfaces. For example, thermal paper, art paper, foil, carbon paper, or conductive paper

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- Originals with protruding parts such as an index or label
- Originals that are thin and soft
- Originals that are bound (such as books)
- Originals that are wet or sticky
- Originals with partial thickness differences
- Originals stuck with adhesive tape or glue
- Originals with a thick plate attached to the end
- Originals with undried ink or correction fluid
- Originals with rear carbon attached
- Originals other than paper (such as electronic substrates, glass products, or metal products)

◆ **Using Carrier Sheets with Originals**

> **Note**
>
> ◆ **Be sure to use a carrier sheet to protect important or glossy originals.**
>
>   *** Without the carrier sheet, the original may be damaged by a jam or similar problem.**

The tracks from the advance roller may mark the original.
Use a carrier sheet for the following original types.
- Originals with 2 or more sheets affixed or overlapped together
- Originals with folds
- Originals with wrinkles, rips, or other defects
- Originals with curls or waves
- Originals with tears, fissures, or holes
- Originals with a trace of paper clip
- Originals with staples
- Originals stuck with adhesive tape or glue
- Originals not straight on the front end
- Originals such as photographs that stick easily to glass
- Originals such as pencil drawings that may make the scanner glass or other parts dirty

Also, to scan a non-standard size as a standard size, use a carrier sheet.

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◆ **Guaranteed Image Scan Range**

The Printer scans all the original except for 5 mm (0.20 inches) to the front and rear, and 3 mm (0.12 inches) on both sides.

Max: Up to 914.4 mm
(36 inches)

5 mm (0.20 inches)

3 mm
(0.12 inches)

3 mm
(0.12 inches)

Max: Up to 1219.2
(48 inches)

Paper feed
direction

5 mm (0.20 inches)

Guaranteed image scan range

Loading the Original

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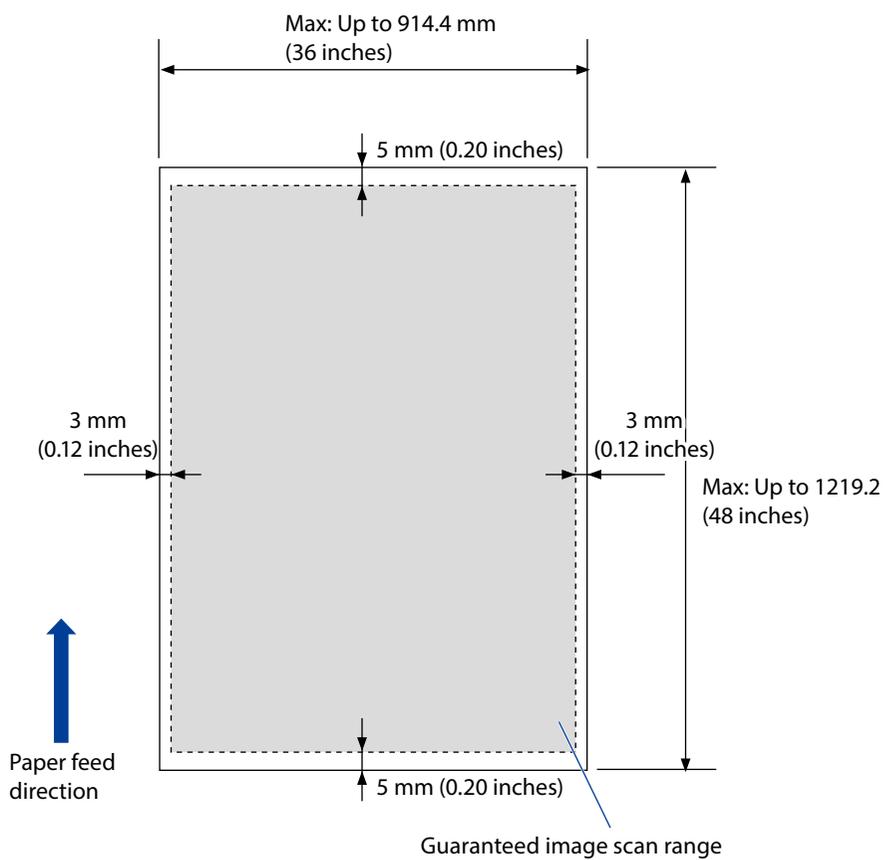
This section describes how to load the original.

◆ **Loading the Original**

1
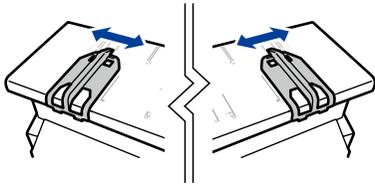
Adjust the position of the original width guide.

Place the original on the document table and align the right and left width guides to the corresponding size lines.

 TIP   ◇ **Alignment area differs depending on the size standard as follows.**

Align the right original width guide for A series originals
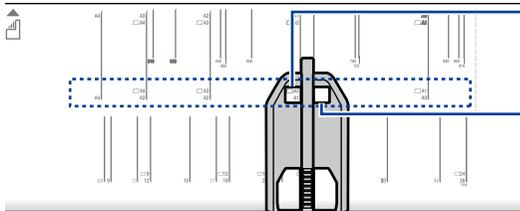
Slide the guide so that the desired A series size is shown in this window.

For the left original width guide: Slide the guide so that the desired A series size is shown in this window.

Align the right original width guide for originals with size standards in mm
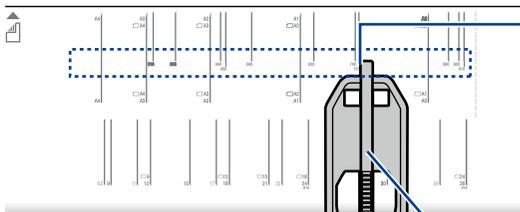
Center bar

For the right original width guide: Align the center bar's left edge with the size line.

For the left original width guide: Align the center bar's right edge with the size line.

Align the right original width guide for originals with size standards in inch, and with 610 mm (24.02 inches) and 914 mm (35.98 inches)
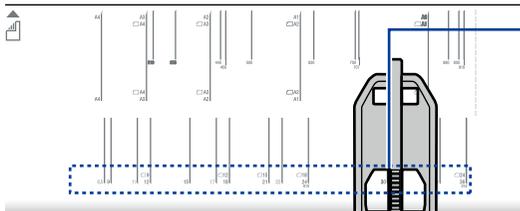
For the right original width guide: Align the center bar's left edge with the size line.

For the left original width guide: Align the center bar's right edge with the size line.

2 Load the original.

Position the original facing down. Set it in the Printer aligned with the original width guide. The inserted original is automatically pulled into the Printer, and set.

⌐ Scanning surface symbol

This symbol indicates that the original must be placed facing down.

TIP ◇ **Position the original touching the front roller, and keep it slack. This ensures the original is inserted straight.**

◇ **When scanning a long original, roll the original in your hands, and then set it. This makes it easier to scan the original straight.**

Note

◆ **The Printer can output the original either to the front or the rear. When outputting from the front, to prevent the original from being damaged, keep the original width guide out of the way at both ends.**

◆ **In this Printer, the original is set in the center. Even when the original is not a standard size, set it in the middle.**

◆ **When the Printer is set to output the original from the front, set the original by aligning it with a size line.**

◆ **When using a carrier sheet, do not set the Printer to output the original from the front. The carrier may catch, resulting in damage to the original.**

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◆ **Canceling Original Scanning**

To cancel the scanning of the original partway, for example, if the original is fed at an angle, or is ripped, perform the steps below.

1
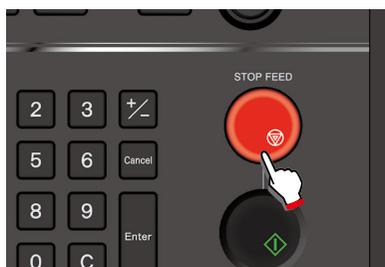
Press STOP FEED.

When **STOP FEED** on the operation panel is pressed, the scanning stops partway.

2
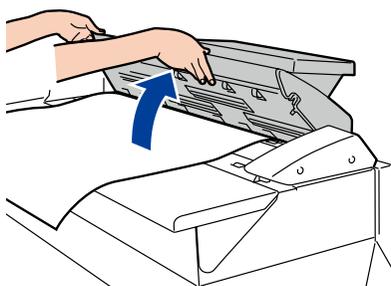
Open the scanner cover.

3
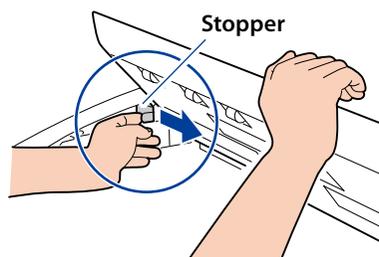
Stopper

Lock the stopper by sliding it to the right side.

Slide the stopper to the right.

4
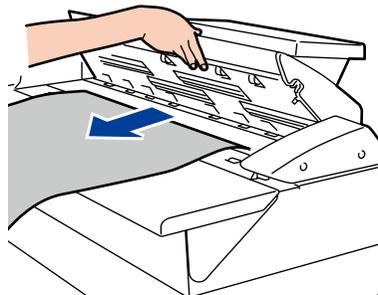
Remove the original.

Open the scanner cover, and remove the original.

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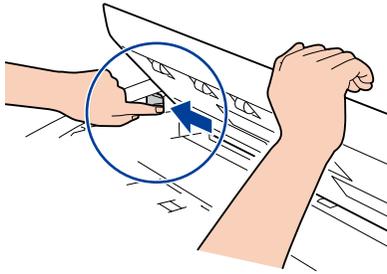
5 Release the stopper by sliding it to the left side.

Slide the stopper to the left.
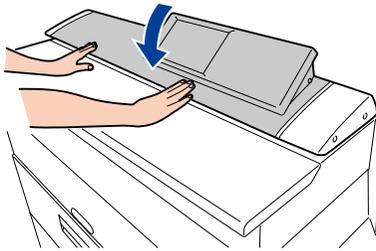
6 Close the scanner cover.

Then the Printer becomes ready.

⚠ Caution

◆ **Be careful not to catch your hand in the scanner cover.**

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Dirt from originals and other foreign matter may adhere to the original scanning area. Clean this area regularly.

> **Note**
>
> ◆ **Never use volatile solvents such as thinner, benzene, or alcohol.**

◆ Cleaning the Shading Guide and Scanner Glass

Set the stopper before cleaning the original scanning area.

Wipe the shading guide and scanner glass with a dry cloth.

If they are significantly dirty, soak a soft cloth in water or a neutral detergent diluted with water, wring the cloth thoroughly, and then wipe them.
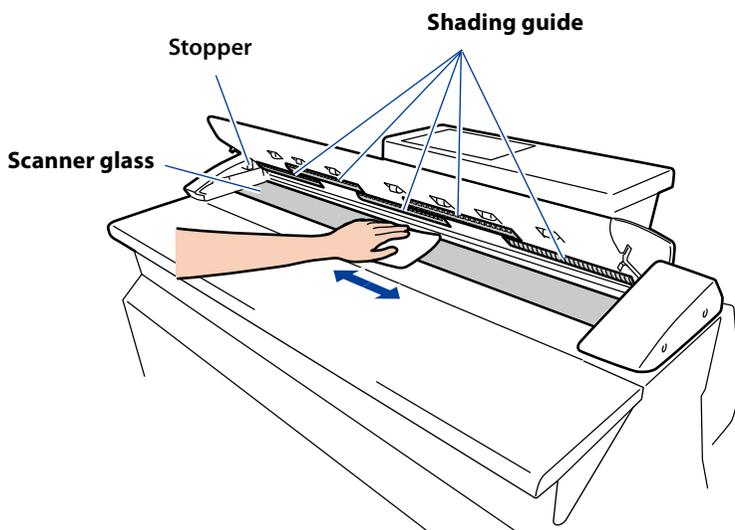
Chapter **2**
Copy Functions

This chapter describes the copy functions of the Printer.

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This section describes the basic operation flow for copying an original.

Press COPY

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.

Copy's top screen

Select the Original Type
Select the image quality type of the original. (**page 31)**

Adjust the Density
Adjust the copy density. (**page 32)**

Press Original

Select the Paper Position
From the paper types installed in the Printer, select the paper type for copying. (**page 33)**
With the default setting AUTO, the Printer automatically selects the paper to be printed on.

Original Settings screen

Select the Original Size
Select the size of the original. (**page 34)**
With the default setting AUTO, the Printer automatically selects the paper size.

Press Scale

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Scaling screen

Setting the Scale

Set to enlarge or reduce the original's size. (**page 46)**
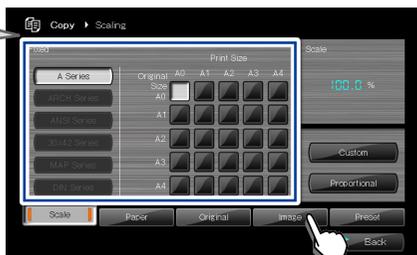
Press **Image**

Image Quality screen

Adjust the Background

Adjust the background color for originals with an uneven density. (**page 42)**

Press **Back**

Enter the Number of Copies

Enter the desired number of copies.
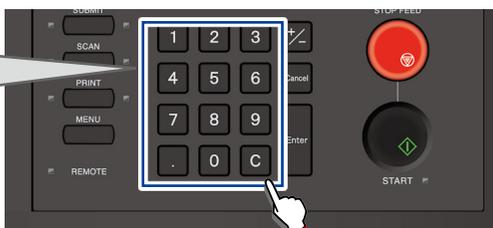
Load the original

Load the original into the Printer. (**page 22)**

Press START

When **Start Scanning** is set to **Original Setting** in the System menu, copying and submission start automatically even if START is not pressed.

For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

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The copy functions available with the Printer are as follows. The detailed setting procedures are described from the next page.

Function	Description
Original Type	Select an image quality type appropriate for the original.
Copy Density	Adjust the copy density.
Paper Position	From the paper types installed in the Printer, select the paper type for copying.
Original Size	Specify the size of the original.
Original Size Standard	Select the original size standard.
Original Output Direction	Set the output direction for the original.
Partial Copy	Copy an original partially.
Background Compensation	Delete background colors.
Contrast	Adjust the contrast of the original.
Sharpness	Adjust the sharpness of the original's contours.
White on Black Reverse	Copy an original with its white and black reversed.
Scale	Scale the size of the original.
Blank Space	Set blank space to the front and rear of the original.
Paper Type	From the paper types installed in the Printer, select the paper type for copying.
Centering	Copy the image at the center of the paper width. This function is effective at **Synchro Scan** with the roll paper position specified.
Erase Frame	Erase the area around the original before copying.
Output Slot Selection	Select the output slot for the paper.
Mirror Reverse	Perform mirror reverse for the original before copying.
Number of Copies	Set the number of copies.
Moderate Scan	Feed the original moderately on scanning to prevent the original from being damaged.
Original with text & lines	Adjust the image quality appropriate for the originals with text and lines.
Blueprint Original	Set the image quality appropriate for the blueprint original.
Sort	Sort multiple originals before copying.

Selecting the Original Type

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Select an image quality type appropriate for the original. This setting improves the image quality of the printout.

■ **Text & Lines**

Select for originals with mixed text and line art.

■ **Text/Photo**

Select for originals with mixed text and photos.

■ **Photo**

Select for general photos.

■ **Blueprint**

Select for blueprint originals.

| Text & Lines | Text/Photo | Photo | Blueprint |
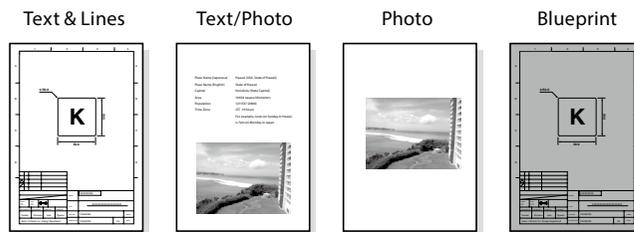
TIP ◇ **For a blueprint original,**

- **Select Blueprint here; and**

- **Adjust the image quality parameters, as described in Copying a Blueprint Original (📖 page 56).**

Adjusting the Density

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Adjust the density when copying an original. Select the desired density, to suit the density of the original.

Density can be adjusted in seven levels.

Original

Low   Normal   High
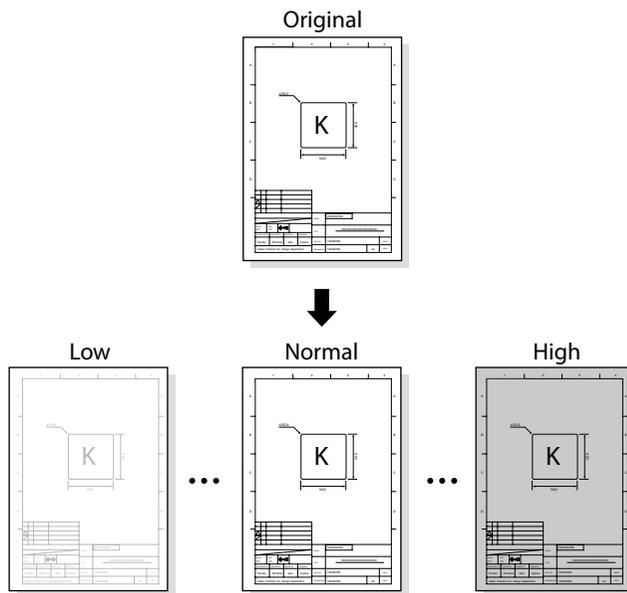
Selecting the Paper Position

From the paper types installed in the Printer, select the paper type for copying.
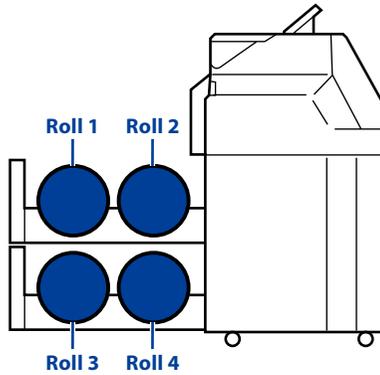
When Auto is selected, The Printer automatically selects the printing paper suitable for the original.

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Selecting the Original Size

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Select the size of the original.

The following four settings are available for the original size.

■ Auto

With Auto selected, the Printer identifies the original to be:

- A standard portrait or landscape size; or
- A non-standard size.

Note: In the submission mode, Auto cannot be selected.

■ Portrait

Select for standard size originals and vertically oriented.

■ Landscape

Select for standard size originals and horizontally oriented.

■ Synchro Scan

Select for non-standard size originals. When Syncro Scan is selected, the paper is cut to the same length as the original, which is called as synchro cut.

Note

◆ When the original size is set to **Auto**, the **Adding Blank Spase (page 47),** and **Erasing the Frame (page 50) settings are disabled.**

◆ When **Selecting the Original Size Standard (page 38) is set to User Defined**, all settings are handled as **Synchro Scan**, even when **Portrait** or **Landscape** is set to On.

The paper sizes available for the Printer are as follows.

A Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
A0	1189 mm (46.81 inches)	841 mm (33.11 inches)	Landscape
A1	841 mm (33.11 inches)	594.5 mm (23.41 inches)	Landscape or portrait
A2	594.5 mm (23.41 inches)	420.5 mm (16.56 inches)	Landscape or portrait
A3	420.5 mm (16.56 inches)	297.3 mm (11.70 inches)	Landscape or portrait
A4	297.3 mm (11.70 inches)	210.3 mm (8.28 inches)	Landscape or portrait

A Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
A0 width	841 mm (33.11 inches)	210 mm (8.27 inches)	10000 mm (393.70 inches)
A1 width	594.5 mm (23.41 inches)		
A2 width	420.5 mm (16.56 inches)		
A3 width	297.3 mm (11.70 inches)		
A4 width	210.3 mm (8.28 inches)		

ARCH Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
E	1219.2 mm (48 inches)	914.4 mm (36 inches)	Landscape
D	914.4 mm (36 inches)	609.6 mm (24 inches)	Landscape or portrait
C	609.6 mm (24 inches)	457.2 mm (18 inches)	Landscape or portrait
B	457.2 mm (18 inches)	304.8 mm (12 inches)	Landscape or portrait
A	304.8 mm (12 inches)	228.6 mm (9 inches)	Landscape or portrait

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ARCH Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
E width	914.4 mm (36 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
D width	609.6 mm (24 inches)		
C width	457.2 mm (18 inches)		
B width	304.8 mm (12 inches)		
A width	228.6 mm (9 inches)		

ANSI Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
E	1117.6 mm (44 inches)	863.6 mm (34 inches)	Landscape
D	863.6 mm (34 inches)	558.8 mm (22 inches)	Landscape or portrait
C	558.8 mm (22 inches)	431.8 mm (17 inches)	Landscape or portrait
B	431.8 mm (17 inches)	279.4 mm (11 inches)	Landscape or portrait
A	279.4 mm (11 inches)	215.9 mm (8.5 inches)	Landscape or portrait

ANSI Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
E width	863.6 mm (34 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
D width	558.8 mm (22 inches)		
C width	431.8 mm (17 inches)		
B width	279.4 mm (11 inches)		
A width	215.9 mm (8.5 inches)		

30×42 Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
30×42	1066.8 mm (42 inches)	762.0 mm (30 inches)	Landscape
15×21	533.4 mm (21 inches)	381.0 mm (15 inches)	Landscape or portrait

30×42 Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
30"	762.0 mm (30 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
21"	533.4 mm (21 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
15"	381.0 mm (15 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)

MAP Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
B1	1000.0 mm (39.37 inches)	700.0 mm (27.56 inches)	Landscape
B2	700.0 mm (27.56 inches)	500.0 mm (39.37 inches)	Landscape or portrait

MAP Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
B1 width	700.0 mm (27.56 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
B2 width	500.0 mm (39.37 inches)		

DIN Series Standard Size Originals

Original	Longer Side	Shorter Side	Load Direction
B1	1000.0 mm (39.37 inches)	707.0 mm (27.83 inches)	Landscape
B2	707.0 mm (27.83 inches)	500.0 mm (39.37 inches)	Landscape or portrait
B3	500.0 mm (39.37 inches)	353.0 mm (13.90 inches)	Landscape or portrait

DIN Series Width Originals

Original	Paper Width	Minimum Original Length	Maximum Original Length
B1 width	707.0 mm (27.83 inches)	210 mm (8.27 inches)	15000 mm (590.55 inches)
B2 width	500.0 mm (39.37 inches)		
B3 width	353.0 mm (13.90 inches)		

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Select the size standard applied to the original.

Note

◆ **This menu shows only size standards with Available Size Standards set to On in the System menu. (For more details, see the separate *User's Manual for Basic Printer Operation*.)**

◆ **Make sure this setting matches the original to be loaded.**

◆ **To load a user defined series original, specify the size at User Defined Size in the System menu. (For more details, see the separate *User's Manual for Basic Printer Operation*.)**

◆ **With Original Size Setting set to Auto, the Printer automatically identifies the originals of several size standards.**

   However, the scan operation time is slightly longer, as the Printer prescans the edge of the original to identify its width.
   When you intend to print on the paper of only one size standard, you are recommended to set Original Size Setting to that size standard. For example, when you print only on A series paper, you are recommended to set Original Size Setting to A Series, so that the scan operation time is reduced.

Selecting the Original Output Direction

In this Printer, either front or rear output is available for the original. Select on this screen the output direction for the original.

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Partial Copying

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With this function, the Printer copies an original partially.

Distance from original's front end
Partial copy start position

Partial copy length

Paper feed direction
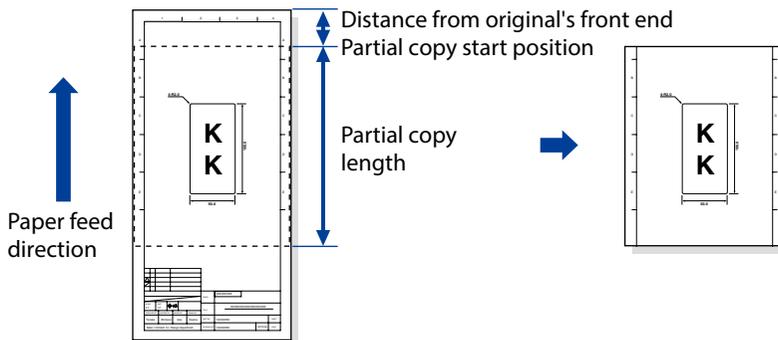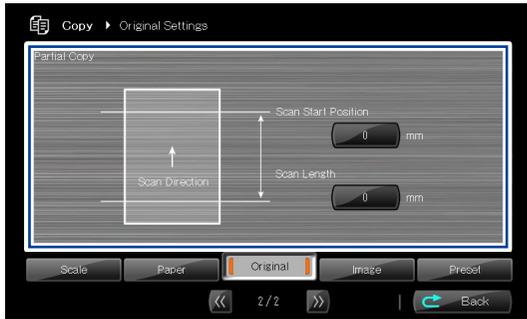
TIP

◇ **You may need many test copies to check the optimal density and image quality for an original. In such cases, this function is useful for copying only a part of the original and checking the results. The larger the original, the more useful is this function.**

◇ **To simplify the test copy operation, you are recommended to decide a setting range for the test copy and register it in the memory. Then you can check the test copy only by loading the memory. (page 108)**

Note

◆ **When this function is selected,**
- **The original size setting is disabled. The Printer scans the original, synchronizing with the original size.**
- **The frame erase setting is disabled.**
- **The Printer outputs the original normally from the printer front side. Note that the Printer outputs the original from the rear side only when the distance specified below exceeds 1219.2mm (48 inches).**
   From: Original's front end
   To: Partial copy's rear end

◆ **When the partial copy length is set to 0, the partial copy function is disabled, and the Printer issues a normal copy print.**

◆ **The Printer does not copy with the value specified as follows.**

    - The distance specified below is longer than the original length.

        From: Original's front end

        To: Partial copy start position

    - The distance specified below is longer than the maximum scannable original length.

        From: Original's front end

        To: Partial copy's rear end

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With this function, before copying an original with the defect below, its background color is removed.

- High background density;
- Light smears; or
- Folds casting strong shadows

Background compensation is adjusted in 13 levels. The higher the number, the greater the deleted background color. The lower the number, the greater the remaining background color.
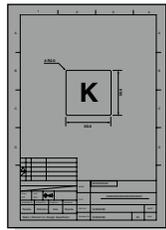
Original with Background Color   Original with Light Dirt
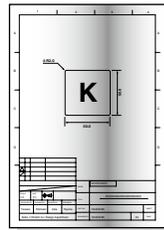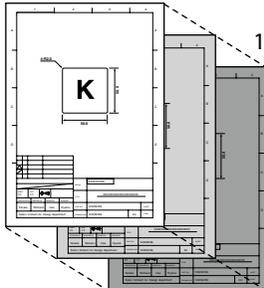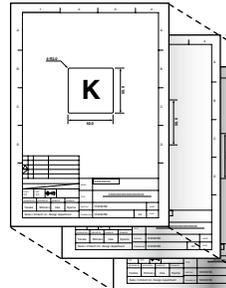
Note

◆ **Note that the background setting changes if the original type is reselected after adjusting the background compensation (** 📖 **page 31).**

Adjusting the Original's Contrast

The brightness of the original can be adjusted.

Dark	Medium	Light

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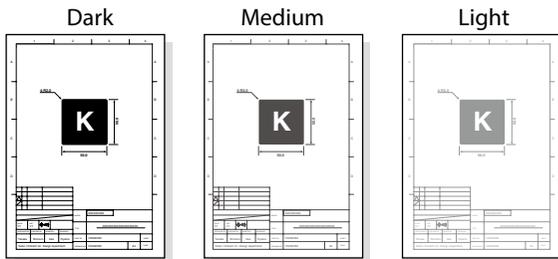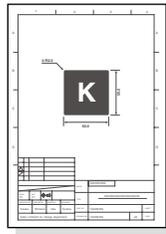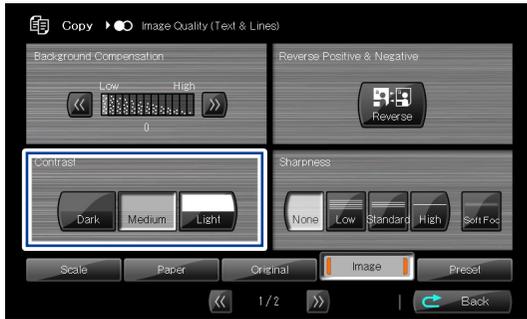
Adjusting the Original's Sharpness

The contours of the original can be sharpened or softened.
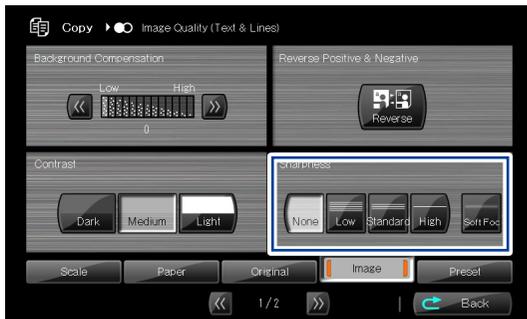
> **Note**
>
> ◆ **Note that the original's sharpness setting changes if the original type is reselected after adjusting the original sharpness (📖 page 31).**

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Performing White on Black Reverse

The white and black of the original can be reversed before copying.

Off On

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Setting the Scale

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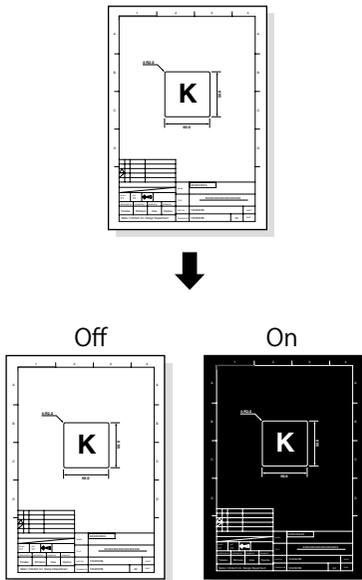
The original's size can be scaled before copying.

■ Fixed

Allows you to easily select a magnification or reduction ratio to scale a standard size to a different standard size.

Examples: A1→A0 (141%), A0→A1 (70%)

■ Proportional

Scales while keeping the same ratio between the vertical and horizontal dimensions of the original.

■ Custom

Scales with separate ratios for the vertical and horizontal dimensions of the original.

Original

Fixed
Example:
Enlarge from A4 to A3

Proportional
113.5%
113.5%
Example:
Enlarge to 113.5%

Custom
110%
130%
Example:
Enlarge vertical to 110%
and horizontal to 130%
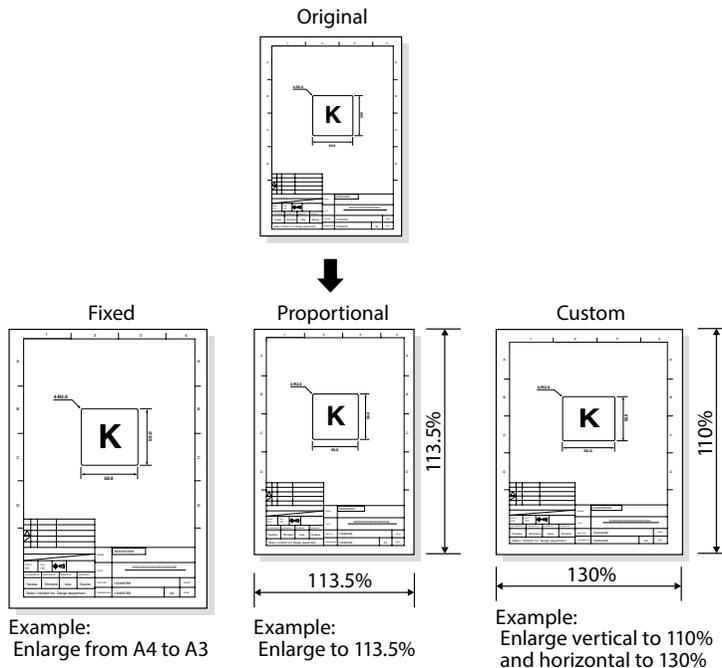
Adding Blank Space

Blank space can be added to the front and rear (front end and rear end) of the original before copying.
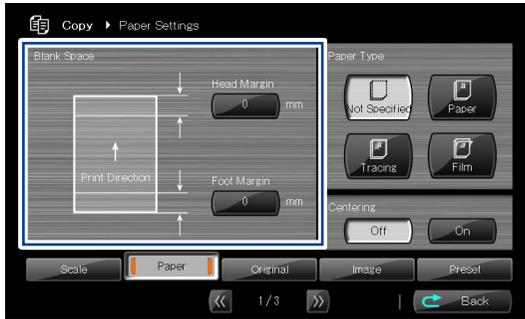
Note

◆ **This setting is enabled only when the original size is set to Synchro Scan (📖 page 34).**

Non-standard size original

Paper feed direction

Front end

Rear end

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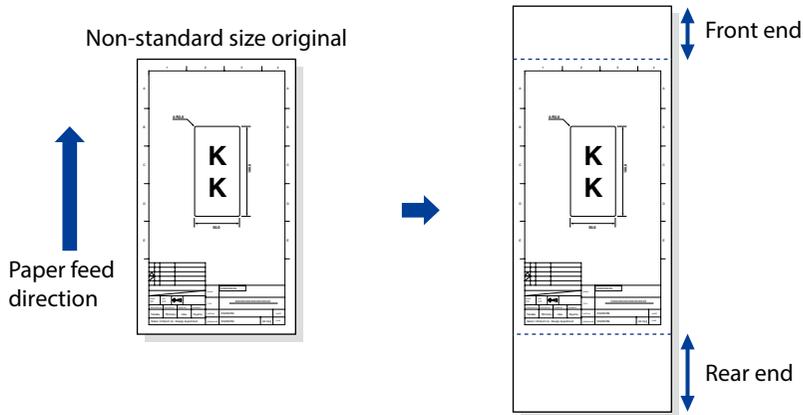
Selecting the Paper Type

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From the types of the paper installed in the Printer, select your intended paper type for copying.
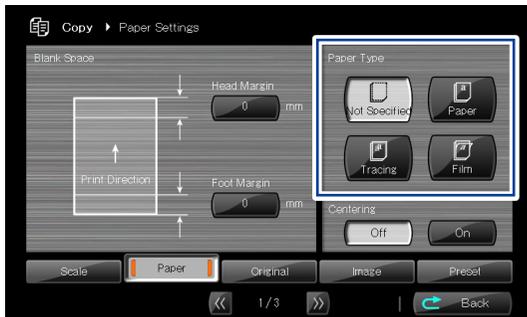
Centering scan image

The scan image can be printed at the center of the paper width.

> **Note**
>
> ◆ **Centering is effective on the conditions below:**
>   - **Roll Position** setting is not **Auto.**
>   - **Original Size** is set to **Synchro Scan.**

Erasing the Frame

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The area around the original can be erased before copying, so that the original's frame is erased.

Note that this function is available only for standard size originals.
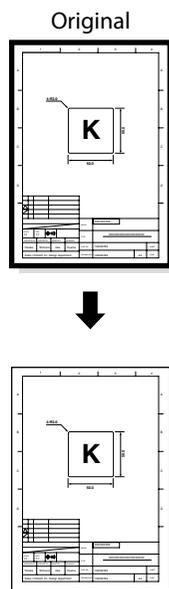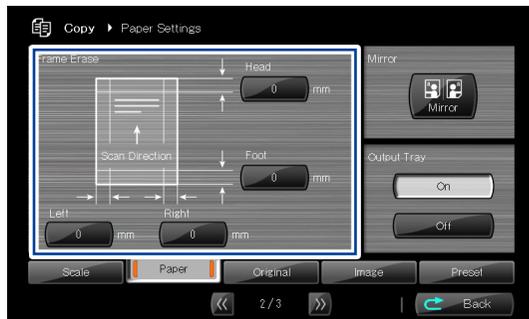
Original

Note

◆ This setting is enabled only when the original size is set to **Portrait** or **Landscape** (📖 **page 34).**

Selecting the Paper Output Slot

Select the output slot for the paper.
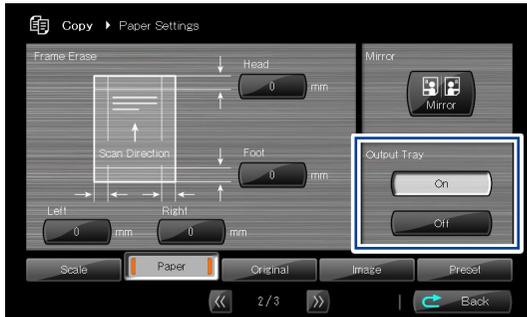
■ Output Tray On

Outputs to the tray when the print size is A3 or less. Other sizes are output to the paper outlet slot.

■ Output Tray Off

By setting Output Tray to Off, the Printer outputs all sizes to the paper outlet slot.

Folder

Sets the folding method when the optional folder is used.

> **Note**
>
> ◆ **The optional folder cannot be used with the Printer.**

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Performing Mirror Reverse

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Mirror reverse can be performed for the original before copying.
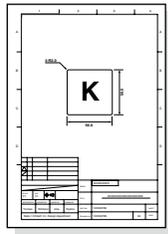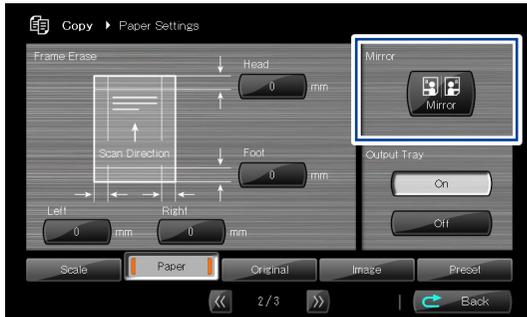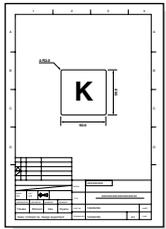
Off   On
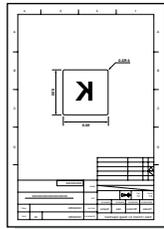
Entering the Number of Copies

Enter the number of copies.

> **Note**
>
> ◆ **To enter the number of copies, press the Back button to return to the Copy top screen after configuring the settings.**
>
> ◆ **Up to 999 copies are available for one operation. If a higher number is entered, the setting is invalid.**

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Performing a Moderate Scan

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When Moderate Scan is set to On, the Printer feeds the original moderately to prevent the original from being damaged.

Note

◆ **Even with Moderate Scan set to On, the Printer may not be able to feed the original moderately depending on the settings of the copy scale ratio and submission resolution.**

Copying an Original with Text & Lines

Check the following settings to make a clear copy of an original with text and lines.

■ Automatic binarization

This parameter activates or deactivates the binarization threshold automatic setting.

Choices: Off

On (default)

Normally, keep this parameter to On.

If the copy output is unclear with the parameter to On, set it to Off and enter a threshold value.

■ Binary threshold

Set the threshold value for binarization.

Enter a numeric value between 0 and 255 (default: 120).

The higher the value, the higher the image density.

The lower the value, the lower the image density.

When the automatic binary threshold is set to On, the Printer generates automatically a threshold value, which is displayed as a reference. Use this reference to choose a value when you enter the threshold manually.

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Copying a Blueprint Original

Check the following settings to make clear copy of a blueprint original.

■ Automatic binarization

This parameter activates or deactivates the binarization threshold automatic setting.

> Choices: Off
>
> On (default)

Normally, keep this parameter to On.

If the copy output is unclear with the parameter to On, set it to Off and enter a threshold value.

■ Binary threshold

Set the threshold value for binarization.

> Enter a numeric value between 0 and 255 (default: 120).
>
> The higher the value, the higher the image density.
>
> The lower the value, the lower the image density.

When the automatic binary threshold is set to On, the Printer generates automatically a threshold value, which is displayed as a reference. Use this reference to choose a value when you enter the threshold manually.

■ Original density disparity

Set the density disparity of the original.

> Choices: Large
>
> Small
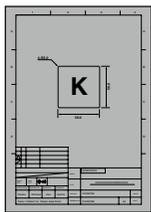
Large disparity		Small disparity	
High density overall, and characters and lines are clear	High density overall, but characters and lines are not clear	Low density overall, but characters and lines are clear	Low density overall, and characters and lines are not clear
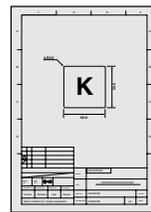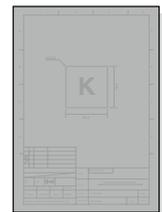
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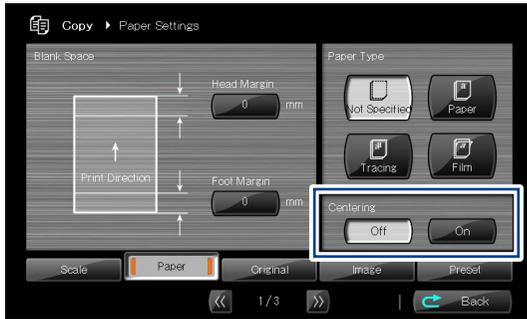Scan Function

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Multiple originals can be stored temporarily in the Printer to perform collated copy such as sort copy or stack copy.
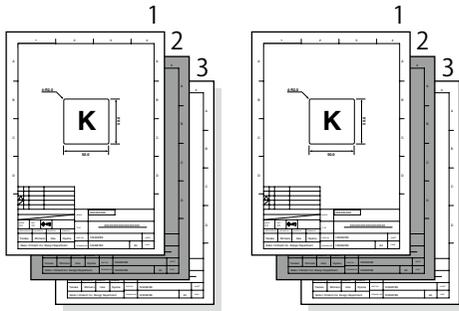
Up to 750 sheets of data can be stored with the digital sort function.

Note

◆ **Larger image sizes reduce the number of images that can be stored.**

   Example:

   - With A4 image size, max. 750-sheet images are stored.

   - With A0 image size, max. 100-sheet images are stored.

TIP ◇ **While printing a digitally sorted job, the digital sort function can scan originals of the next digitally sorted job.**
   Up to four jobs can be scanned in advance.

TIP ◇ **After digital sorting, press Copy to return to the copy mode. Note that the Printer returns to the copy mode only after the digitally sorted job processing is completed. To return to the copy mode during the processing, exit the digitally sorted job at the job screen.**

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This section describes the basic operation flow for digital sorting.

Press COPY

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate **User's Manual for Basic Printer Operation**.

Copy's top screen

Press Digital Sorting

Sort's top screen

Select the Original Type

Select the image quality type of the original. (📖 **page 31**)

Adjust the Density

Adjust the copy density. (📖 **page 32**)

Press Original

Select the Roll Position

From the paper types installed in the Printer, select the paper type for copying. (📖 **page 33**)
With the default setting AUTO, the Printer automatically selects the paper to be printed on.

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Original Settings screen

Select the Original Size

Select the size of the original. **(page 34)**
With the default setting AUTO, the Printer automatically selects the paper size.

Press Scale

Scaling screen

Setting the Scale
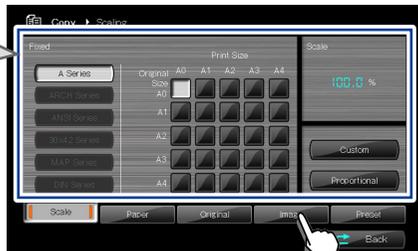
Set to enlarge or reduce the original's size. **(page 46)**

Press Image

Image Quality screen

Adjust the Background

Adjust the background color for originals with an uneven density. **(page 42)**

Press Back

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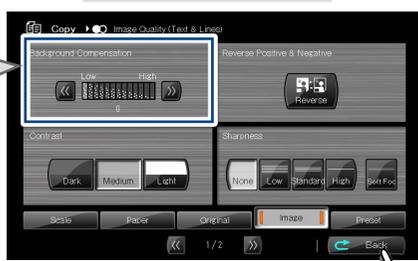
Load the original

Load the original into the Printer. (📖 **page 22)**

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, copying and submission start automatically even if **START** is not pressed.

For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

TIP ◇ **Each time the Cancel key is pressed at the Digital Sort top screen, data is deleted starting from the end of the stored data.**

Scan all originals

Sort's top screen

The number of scanned originals is displayed.

Press **ENTER**

Set

Enter the number of copies.

Sort

Specify the collation method.

Print order

Specify the print order.

Output order configured by the sorting and printing order settings when printing three copies of three originals.

	Collate	Print Order
Original	123, 123, 123	111, 222, 333
Reverse	321, 321, 321	333, 222, 111

Press Print

Test Printing Sorted Originals

You can test print the most recently scanned original of the originals stored using the digital sort function.

This is useful for checking for scan warping and image quality.

Press **ENTER**.

If the **Check** button is pressed, one sheet only of the most recently scanned original is printed.

To delete this original, press **CANCEL**.

To continue scanning, set the original.

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Additionally Copying the Sorted and Printed Originals

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Originals printed using the digital sort function can be copied additionally without scanning again.

Additional copies can be made for the job most recently digitally sorted and printed only.

> **Note**
>
> ◆ **The following actions disable additional copying.**
>
>   - **Returning to standard copy mode.**
>   - **Performing the next digital sorting.**

If printing using the digital sort function is complete, the Add copies button appears.

Press the Add copies button to display the Reprint screen. Configure the number of copies, sorting, and print order, and then press the **Print** button.

Initializing the Setting

The Printer initializes the setting for the copy operation, and returns to the initial status.

Press the **RESET** button on the panel to initialize the copy settings.
After the settings have been initialized, additional copies cannot be performed anymore.

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To display the copy job screen, press Job on the Copy Top screen.

At the Copy Job screen, the job under processing can be cancelled by pressing the ✕ button.

To cancel the job under processing, press **Yes**.

Additionally copying the Copied Originals

Copied originals can be copied additionally without scanning again.
Additional copies can be made for the job last copied only.

> **Note**
> ◆ **The following actions disable additional copying.**
>   - **Print data was received after copy printing.**
>   - **The panel was switched to a mode other than the standard copy mode screen.**

If copying is complete, the Add copies button appears.

Press the Add copies button to display the Reprint screen. Configure the number of copies, and then press the **Print** button.

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Chapter **3**

Submission Functions

This chapter describes the submission functions of the Printer.

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The Printer has the following 4 submission functions.

■ Image submission function

With this function, the Printer submits data of images scanned with the Printer to:
- shared folders; or
- FTP servers

on the host computers connected to an IPv4/IPv6 network.

Up to 100 destinations can be registered.
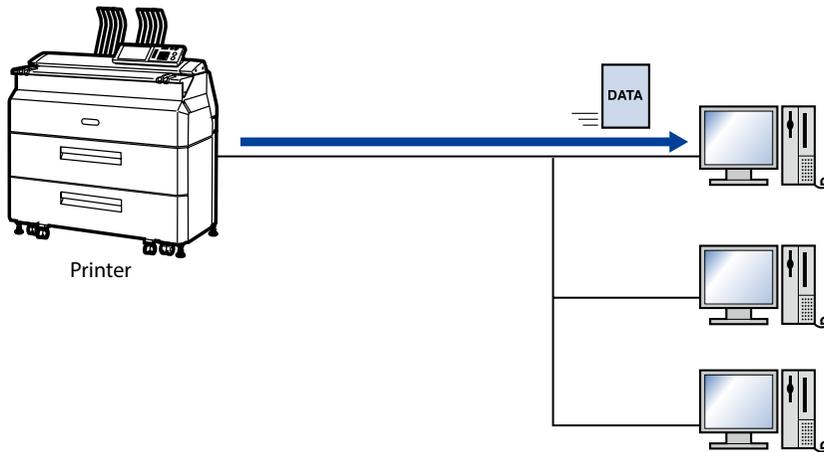
Printer

TIP ◇ **If Web functions are used, registration in multiple languages is possible.**

■ Submission job box function

With this function, image data scanned with the Printer are stored in the submission job box of the Printer.

Up to 99 image files can be saved in the submission job box with a maximum capacity of 80GB.

Images stored in the submission jpb box can be submitted to shared folders on host

Images can also be retrieved used the exclusive application TerioStation2.

Submission box

DATA ・・・

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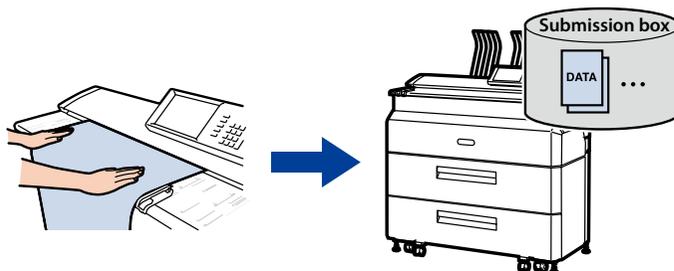
■ Thumbnail submission function

A list of thumbnails is shown on the operation panel for image data stored in the submission box. With this function, you can select image data from the list and submit it to shared folders or FTP servers on host computers connected to an IPv4/IPv6 network.
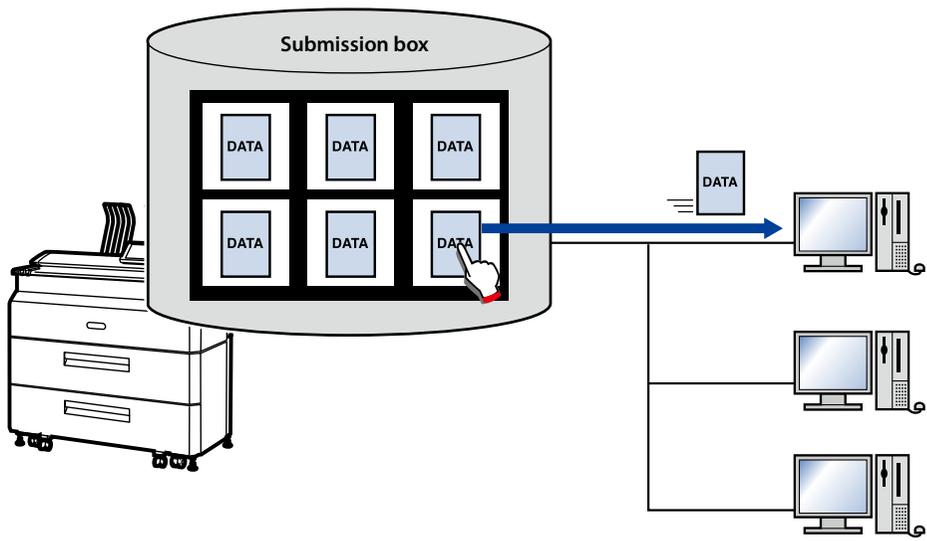
■ Printer submission function

With this function, color image data scanned with the Printer are printed with another printer.

Up to 5 submission destinations can be registered.

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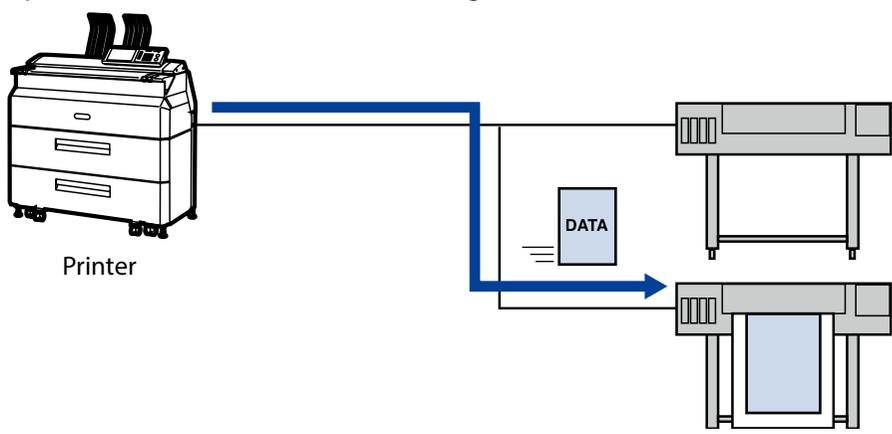
■ E-mail scan data function

With this function, the Printer sends data of images scanned with the Printer as e-mail attachment.

The e-mail scan data function is available when **Submission Authentication** is set to **On** in the user authentication settings.

The e-mail address of the destination can be set for each authenticated user.
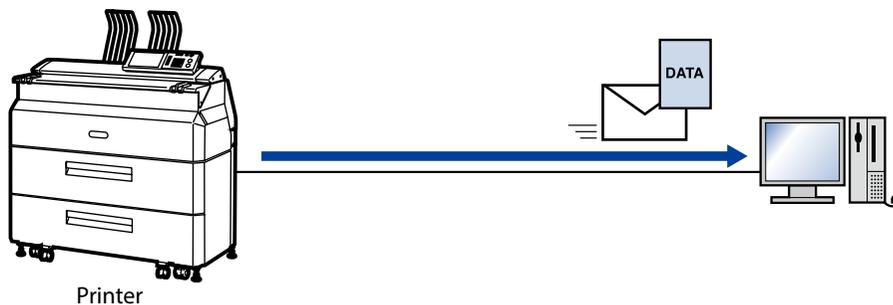
Printer

■ Submit to USB drive function

With this function, the Printer writes data of images scanned with the Printer to a USB drive inserted in the USB port of the Printer.
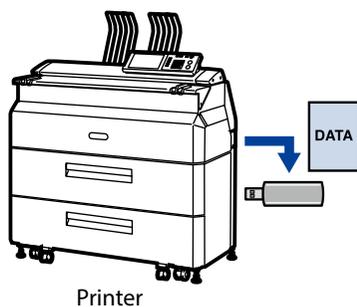
Printer

Preparing the network and host computer

Before operating submission functions, check your printer's network connection and the shared folder on the host computer.

◆ Checking the Printer's Network Connection

Check that the IP address, subnet mask, and gateway address of the Printer are set correctly. For more details, see the **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

◆ Preparing a printer to receive submissions

The Printer supports submission to the printers with:
- Language supporting the HP RTL / PDF format
- Communication protocol supporting LPR/RAW

For more information about recommended printers, contact our service representative.

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Make sure the preparations for operating the submission functions **(page 71)** have been completed before performing these operations.

To configure the submission destination, you need to know your network environment. Ask the network administrator for details on your network environment.

◆ Preparation for submitting to a folder

Make the following preparation before configuring the submission destination.

■ Check the settings of the computer network

The three methods below are available to send scanned image files to a shared folder.

    (1) Using the IP address

    (2) Using the host name

    (3) Using the FQDN (fully qualified domain name)

The method (1) is recommended. However, if connection is not possible with the method (1), try the method (2) or (3).

< Check the IP address >

Check the IP address[1] of the computer to which you want to submit the files and write it down in the memo list (**page 106**) at the end of the chapter.

The IP address method cannot be used if the IP address is assigned automatically using DHCP.

< Check the host name >

Check the name[2] of the computer to which you want to submit the files and write it down in the memo list (**page 106**) at the end of the chapter.

To use the host name method, the Printer and the computer used for submission need to be located on the same network segment.

< Check the FQDN >

Check the fully qualified name[3] of the computer to which you want to submit the files and write it down in the memo list (**page 106**) at the end of the chapter.

To use the FQDN method, **DNS Server** settings must be configured in **Communication Parameters**.

See the *User's Manual for Basic Printer Operation* on **page 94** for details on the DNS server settings.

■ **Create a shared folder**

To submit the scanned image files to a shared folder, the shared folder must be first created on the computer.

In the settings of the shared folder you have created, set the permissions of **Everyone** as follows:
- Full control to Allow
- Modify to Allow
- Read to Allow

Write down the Share Name*4 of the shared folder you have created in the memo list (📖 **page 106**) at the end of the chapter since you will need it to configure the submission destination.

Check the user name*5 and password*5 used to log in to the computer and write them down in the memo list (📖 **page 106**) at the end of the chapter.

Print and use a memo list for each submission destination.

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◆ **Submitting to a folder (using a shared folder)**

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate *User's Manual for Basic Printer Operation*.

Select Submission Mode screen

Press Folder

Select destination folder screen

Select the destination.
Press the number of the job you intend to add or edit, and press **Add/Edit**.

Press Add/Edit

The destination of the Submit to folder function can also be handled as the destination for the thumbnail submission function.

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Add/Edit Destination Folder for Submission screen (1/2)

Add/Edit Destination Folder for Submission

Server Selection — IP Address — Protocol — SMB
IP Address — *1 — Preset Name — HOST1
Host Name — Windows Domain
FQDN
User — *5
Password — ••••••••
Shared Path — *4
Save — 1 / 2 — Back

Set up the destination.

Set the protocol to SMB and set the shared folder of the destination.

Press >>

Under **Server Selection**, select the method to connect to the shared folder among the following.
- IP address
- Host name
- FQDN

The method using the IP address is recommended. If connection is not possible using the IP address, use the host name or FQDN.

When using the IP address, set the IP address[1] checked in **Check the settings of the computer network** in the **IP Address** field.

When using the host name, set the computer name[2] checked in **Check the settings of the computer network** in the **Host Name** field.

When using the FQDN, set the fully qualified computer name[3] checked in **Check the settings of the computer network** in the **FQDN** field.

Set the user name[5] and password[5] used to log in to the computer and checked in **Create the shared folder** in the **User** and **Password** fields.

Set the share name[4] of the shared folder you have created in **Create the shared folder** in the **Shared Path** field.

In the **Preset Name** field, set a name that can be easily memorized by the user.

Add/Edit Destination Folder for Submission screen (2/2)

Save the settings.

If the Save button is pressed, the settings are saved and the connection to specified shared folder is confirmed. If the connection cannot be confirmed, check the settings.

Add/Edit Destination Folder for Submission

FTP Connection Mode — Active

Call Settings Preset — Off — 1

Save — 2 / 2 — Back

Set the presets.

If frequently used settings are set in the preset memory, the presets can be called automatically when the submission destination is selected.
For details of preset functions, see 📖 **page 107**.

(1) Press Save

(2) Press Back

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Select destination folder screen

Select the destination.

Select the number of the destination and press **OK**. Then the Printer checks the connection to the destination selected. If the Printer is unable to check the connection successfully, review the condition of the computer for submission.

Press OK

Functions Setting screen

Specify the functions for submission.

For the supported functions, see the (📖 **page 92**).

To specify a file name, press 🄰 and enter the file name. As default the file name is automatically generated.

Load the original

Load the original into the Printer. (📖 **page 22)**

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.
For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

The following actions can be performed by using the Web functions.

Copy submission destinations

Import/export submission destinations

For more details, see **Web Functions** in **Chapter 2** in the separate ***User's Manual for Basic Printer Operation***.

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◆ **Submitting to a folder (FTP connection)**

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.

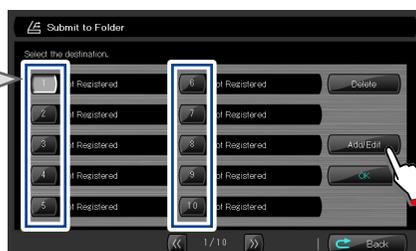**Select Submission Mode screen**

Press Folder

Select destination folder screen

Select the destination.

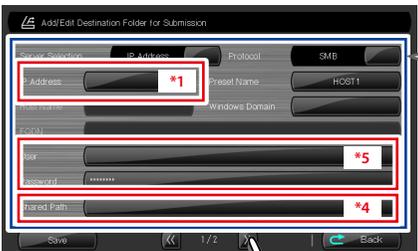Press the number of the job you intend to add or edit, and press **Add/Edit**.

Press Add/Edit

The destination of the Submit to folder function can also be handled as the destination for the thumbnail submission function.

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Add/Edit Destination Folder for Submission screen (1/2)

Set up the destination.

Set the protocol to FTP and asset the FTP server of the destination.
Set the shared path name to the path of the folder to receive the submission.

Press >>

Add/Edit Destination Folder for Submission screen (2/2)

Set up the FTP connection.

Specify the FTP connection method and FTP ports. Generally, the default FTP port is acceptable.

Save the settings.

If the Save button is pressed, the settings are saved and the connection to specified shared folder is confirmed. If the connection cannot be confirmed, check the settings.

Set the presets.

If frequently used settings are set in the preset memory, the presets can be called automatically when the submission destination is selected.
For details of preset functions, see 📖 **page 107**.

(1) Press Save

(2) Press Back

Select destination folder screen

Select the destination.

Select the number of the destination and press **OK**. Then the Printer checks the connection to the destination selected. If the Printer is unable to check the connection successfully, review the condition of the computer for submission.

Press OK

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Functions Setting screen

Specify the functions for submission.

For the supported functions, see the **(📖 page 92)**.

To specify a file name, press 🗋 abc and enter the file name. As default the file name is automatically generated.

Load the original

Load the original into the Printer. **(📖 page 22)**

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.
For more details, see **Chapter 3** in the separate *User's Manual for Basic Printer Operation*.

The following actions can be performed by using the Web functions.

Copy submission destinations

Import/export submission destinations

For more details, see **Web Functions** in **Chapter 2** in the separate *User's Manual for Basic Printer Operation*.

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◆ **Storing image data in the submission job box**

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.

Select Submission Mode screen

Press Job Box

Functions Setting screen

Specify the functions for submission.

For the supported functions, see the (📖 **page 92**).

To specify a file name, press 📄abc and enter the file name. As default the file name is automatically generated.

Load the original

Load the original into the Printer. (📖 **page 22**)

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.

For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

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◆ **Submitting thumbnails**

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.

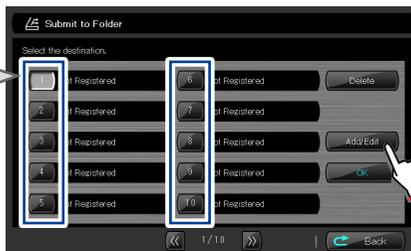**Select Submission Mode screen**

Press Folder

Select destination folder screen

Select the destination.
Press the number of the job you intend to add or edit, and press **Add/Edit**.

Press Add/Edit

The destination of the thumbnail submission function can also be used as the destination for the Submit to folder function.

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Add/Edit Destination Folder for Submission screen

Set up the destination.

Press SAVE to save the shared folder settings and to check the connection to the created shared folder.
If the Printer is unable to check the connection successfully, review the settings.

(1) Press Save　　　**(2) Press Back**

Two submission destination settings are available: SMB connection and FTP connection.
For details, see 📖 **page 74 Submitting to a folder (using a shared folder)** and 📖 **page 77 Submitting to a folder (FTP connection)**.

Destination folder selection screen
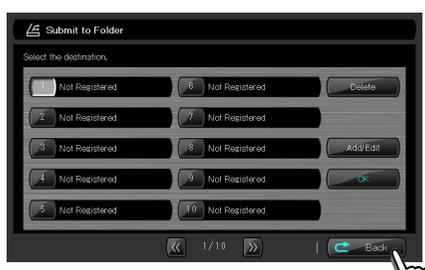
Press Back

Select Submission Mode screen

Press Thumbnail Select

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Thumbnail submission screen

Select the image data to be submitted
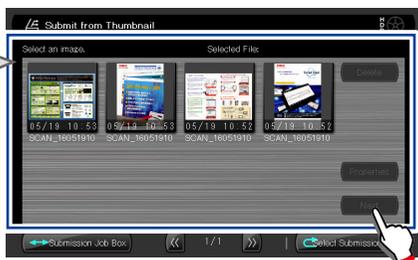
Press **Delete** to delete the selected images.
Press Detailed Information to view **detailed information** about selected images or prohibit automatic deletion. For details, see **Chapter 3, Job Box Retention Period** in the separate *User's Manual for Basic Printer Operation*.

Press NEXT

Select the destination.

Select the number of the destination and press **OK**. Then the Printer checks the connection to the destination selected. If the Printer is unable to check the connection successfully, review the condition of the computer for submission.
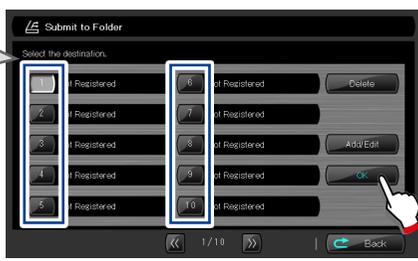
Press OK

Thumbnail submission

The thumbnail submission screen is displayed and the selected image is sent.
Wait until the transmission is complete to perform the next submission.
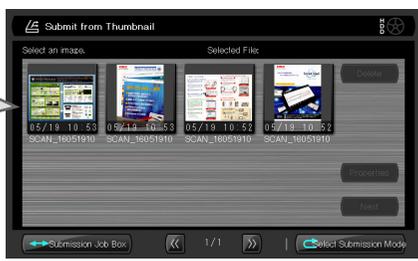
The following actions can be performed by using the Web functions.

Copy submission destinations

Import/export submission destinations

For more details, see **Web Functions** in **Chapter 2** in the separate *User's Manual for Basic Printer Operation*.

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◆ **Submitting to a printer**

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.
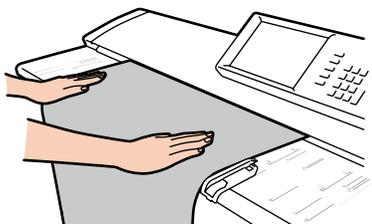
Select Submission Mode screen

Press Printer

Select destination printer screen

Select the destination.
Press the number of the job you intend to add or edit, and press **Add/Edit**.

Press Add/Edit

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Add or Edit Printer Destination screen

Set up the destination.

Specify the destination printer.
Press **Save** to save the settings and to check the connection to the specified printer.
If the Printer is unable to check the connection successfully, review the settings.
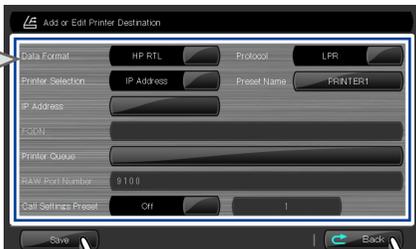
Data Format	HP RTL	Protocol	LPR
Printer Selection	IP Address	Preset Name	PRINTER1
IP Address			
FQDN			
Printer Queue			
RAW Port Number	9100		
Call Settings Preset	Off		1

Save | Back

(1) Press Save   **(2) Press Back**

Select destination printer screen

Select the destination.

Select the number of the destination and press **OK**. Then the Printer checks the connection to the destination selected. If the connection cannot be checked, review the condition of the printer for submission.

Submit Print Job
Select the destination.

1 Not Registered   Delete
2 Not Registered
3 Not Registered   Add/Edit
4 Not Registered   OK
5 Not Registered

1/1   Back

Press OK

Functions Setting screen

Specify the functions for submission.

For the supported functions, see the **(📖 page 92)**.

Submit Print Job   Print Copies: Destination: PRINTER1   Job
Ready to submit.   0 / 0
Load the Original.

Original Type: Text, Text/Photo, Photo, Map
Destination Printer Quality: High Speed, Standard, High Quality
Density

Original | Image | Preset
Select Submission Mode

Load the original

Load the original into the Printer. (📖 **page 22**)

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.
For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

The following actions can be performed by using the Web functions.

Copy submission destinations

Import/export submission destinations

For more details, see **Web Functions** in **Chapter 2** in the separate ***User's Manual for Basic Printer Operation***.

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◆ E-mailing scan data

Press SUBMIT

This function requires user authentication. You have to enter a user name and a password, or a PIN code.
An e-mail address must be registered in advance to register a user.
You may also use Active Directory authentication with E-mail scan data.
For details about the settings, see the **Chapters 3 and 5** in the **User's Manual for Basic Printer Operation**.

Select Submission Mode screen

Press E-mail

Note

◆ If **Submission Authentication** is not set to **On** in **Menu** - **User Authentication Settings** - **Auth. Admin Settings,** the **E-mail** button is not available.

Functions Setting screen

Specify the functions for submission.

For the supported functions, see the (📖 **page 92**).

To specify a file name, press 📄abc and enter the file name. As default the file name is automatically generated.

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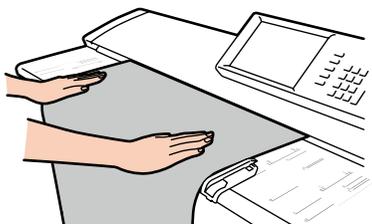
Load the original

Load the original into the Printer. (📖 **page 22**)

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.

For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

Note

◆ **If the size of the attached scanned image exceeds the size set in Maximum E-mail Data Size, an error occurs and the image data cannot be sent as e-mail attachment.**

◆ **If the Maximum E-mail Data Size Error occurs with multi-page scan, only the last scanned image is canceled.**

All the images scanned properly (within the size limit) can be sent as e-mail attachment.

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◆ **Submitting to USB drive**

Insert a USB drive in the Printer.

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.
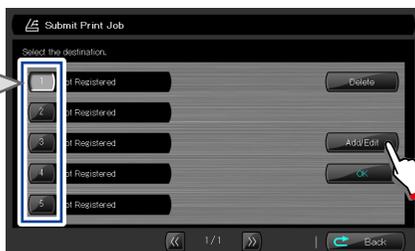
Select Submission Mode screen

Press USB Drive

Functions Setting screen

Specify the functions for submission.
For the supported functions, see the **(📖 page 92)**.

To specify a file name, press 🗎abc and enter the file name. As default the file name is automatically generated.

Load the original

Load the original into the Printer. (📖 **page 22**)

Press **START**

When **Start Scanning** is set to **Original Setting** in the System menu, the Printer starts scanning the original automatically without **START** pressed.

For more details, see **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

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The submission functions available with the Printer are listed below. For details of the procedure to set the functions starred, see the **Chapter 2 Copy Functions**.

Function	Description
Original Size ★	Specify the size of the original. (📖 **page 34**)
Original Type	Select an image quality type appropriate for the original. (📖 **page 94**)
Background Compensation ★	Delete background colors. (📖 **page 42**)
Density ★	Adjust the scan density. (📖 **page 32**)
Mirror Reverse ★	Reverse the original and then scan. (📖 **page 52**)
Original Size Standard ★	Select the size standard of the original. (📖 **page 38**)
Original Output ★	Set the original output location. (📖 **page 51**)
Sharpness ★	Adjust the original's contour sharpness. (📖 **page 44**)
Contrast ★	Adjust the original contrast. (📖 **page 43**)
White on Black Reverse ★	Reverse the white and black of the original before scanning. (📖 **page 45**)
Resolution	Select the scan resolution. (📖 **page 95**)
Moderate Scan ★	Feed the original moderately to prevent the original from being damaged. (📖 **page 54**)
Original with text & lines ★	Adjust the image quality appropriate for the originals with text and lines. (📖 **page 55**)
Blueprint Original ★	Set the image quality appropriate for the blueprint original. (📖 **page 56**)
Color Mode	Select a scan color mode. (📖 **page 93**)
File Format	Select a image file format. (📖 **page 96**)
File Name Setting	Create a file name for the scan image data. (📖 **page 98**)
Print Copies	Set the number of copies to print (for printer submission). (📖 **page 101**)
Printer Quality	Set the print quality (for printer submission). (📖 **page 102**)
Copy	Perform both submission and copy with a single scan. (📖 **page 100**)

Selecting Scan Color Mode

Select a scan color mode from monochrome, grayscale, and color.

■ Monochrome

The scanner scans in monochrome binary format.

■ Grayscale

The scanner scans in monochrome multi-bit format.

■ Color

The scanner scans in color mode.

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Set the original type for each color mode (monochrome/grayscale/color).

Monochrome

■ Text & Lines

Select for originals with mixed text and line art.

■ Text/Photo

Select for originals with mixed text and photos.

■ Photo

Select for general photos.

■ Blueprint

Select for blueprint originals.

Grayscale

The original type setting is not required.

Color

■ Text

Select for scanning texts mainly.

■ Text/Photo

Select for scanning texts mainly.

■ Photo

Select for scanning photos.

■ Map

Select for scanning maps.

Selecting Scan Resolution

Select the scan resolution from the options below.

■ **150 dpi**
The scanner scans at 150 dpi.

■ **200 dpi**
The scanner scans at 200 dpi.

■ **300 dpi**
The scanner scans at 300 dpi.

■ **400 dpi**
The scanner scans at 400 dpi.

■ **600 dpi**
The scanner scans at 600 dpi.

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Selecting the File Format for Images to be Scanned

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Select the file format for image files to be created.

■ PDF file

Creates a scan image in the PDF file.

■ Multi-page PDF file

Creates a scan image in the multi-page PDF file.

■ TIFF file

Creates a scan image in the TIFF file.

■ Multi-page TIFF file

Creates a scan image in the multi-page TIFF file.

■ JPEG file

Creates a scan image in the JPEG file.

The supported file formats differ depending on the scan color mode.

File format	Scan color mode		
	Monochrome	Grayscale	Color
PDF	Yes	No	Yes
Multi-page PDF	Yes	No	Yes
TIFF	Yes	Yes	Yes
Multi-page TIFF	Yes	No	Yes
JPEG	No	No	Yes

TIP ◇ **Multi-page PDF and Multi-page TIFF create a single PDF file or single TIFF file from multiple-page original, with Enter pressed after completing scanning.**

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Note

◆ **Press Cancel to cancel the latest scan image, e.g., whose original was scanned obliquely.**

◆ **One file contains 99 pages at maximum.**

◆ **If the hard disk capacity is exceeded, no more image can be scanned.**

◆ **During the multi-page scan, scan color mode, file format, and file name cannot be changed.**

◆ **With JPEG selected, the maximum scan length depends on the setting of the resolution as follows.**
150dpi: 11096mm (436.85 inches), 200dpi: 8322mm (327.64 inches), 300dpi: 5548mm (218.42 inches), 400dpi: 4161mm (163.82 inches), 600dpi: 2774mm (109.21 inches)

TIP ◇ **The scannable original length changes depending on the color mode, file format, resolution, and original width. For details to scan lengthy documents, contact your dealer or the nearest service representative.**

◇ **During multi-page scan, the scannable number of pages changes depending on the file format, resolution, original width, and original length. For details about multipage scan, contact your dealer or the nearest service representative.**

◇ **The image size that can be displayed on a PC changes depending on the operating system, the application software, and the memory of the PC and the hard drive.**

Configuring the Filename for Images to be Scanned

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The file name can be configured in the following submission modes.

- Submit to folder
- Submission job box
- E-mail scan data
- Submit to USB drive

Set the name for files to be created. By default, the Printer automatically generates a filename by adding the scan date and time (year, month, day, hours, minutes, and seconds of scanning) at the end of the filename.

TIP ◇ **Example:**

Filename: scan_
Scan date and time: 12:34:56 of on September 30, 2010
The Printer automatically generates the File name as:
scan_100930123456.pdf

An extension is added to the file name depending on the file format setting:

-PDF: .pdf
-TIFF: .tif
-JPEG: .jpg

To configure a filename of your choosing, configure the following settings.

Press the **abc** button and configure the settings at the screen shown below.

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■ **Filename**

Specify a filename of your choosing. The permitted length range for filenames is 1 to 60 characters.

■ **Overwrite if filename exists**

Specify whether to overwrite if a file with the same filename is in the submission destination folder.

This parameter is not displayed with Submission job box and E-mail scan data.

■ **Date and time**

The year, month, day, hours, minutes, and seconds of scanning is appended to the filename you chose.

■ **Serial number**

A serial number is appended to the filename you chose.

The serial number can be configured from 001 through 999.

TIP ◇ **When the sequential number reaches 999, the next number is 001.**

■ **None**

Filename of your choosing only.

■ **Start number**

When the file naming setting is Sequential number, set the start number for the sequential number.

The sequential number setting adds three digits automatically.

TIP ◇ **The sequential number 1 becomes 001.**

■ **Reset**

Return the start number for the Sequential number setting to **1**.

Submission and Copy in One Operation

With a single scan, you can create an image file and then print a copy of that image in only one operation.

Press the **SUBMIT** button, and from the Select Submission Mode screen that appears, select **Folder**, **Job Box** or **E-mail**.

On the **Submit to Folder**, **Submission Job Box** or E-**mail Scan Data** top screen, press the **Copy** button and enter the number of copies with the numerical keypad. Then, press the **Paper** button.

Output Tray (📖 **page 51**), and Paper Type (📖 **page 48**), and then press Back.

💡 **TIP** ◇ **When you do not need to select the output tray or the paper type, press only the Copy button on the Submit to Folder, Submission Job Box or E-mail Scan Data top screen to enter the number of copies.**

Note

◆ **When you continuously perform scanning operations, note that the Printer cannot scan again until the previous job printing is complete.**

◆ **If an error, such as lack of paper or paper jam, occurs during copy, switch to the copy function and check the error screen.**

Print Copies

Set the number of copies to print before the printer submission.

The value can be set from 1 to 999 copies. (The default setting is 1.)

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Set the print quality before the printer submission. The following settings are available.

- High Quality
- Standard (default setting)
- High Speed

Handling Submit to Folder and E-mail Scan Data Jobs

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Press the **Job** button on the **Submit to Folder** or E-**mail Scan Data** top screen to display the **Submission Job** screen.

Jobs being processed can be stopped on the Submission Job screen.

At the Submission Job screen, the job under processing can be cancelled by pressing the × button.

To cancel the job under processing, press **Yes**.

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To display the Printer Submission Job screen, press **Job** on the Printer Submission Top screen.

The following operations can be performed on the Printer Submission Job screen.

- Stop jobs being processed
- Delete processed jobs
- Reprint (resubmit) the specified number of copies of processed jobs

At the Printer Submission Job screen, the job under processing can be cancelled.

At the Printer Submission Job screen, the job under processing can be cancelled by pressing the ✕ button.

To cancel the job under processing, press **Yes**.

Reprinting through Printer Submission

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When you want to print additional copies of originals printed using printer submission, you can print additional copies without scanning again.

Additional prints can be made for the most recently scanned job only.

When printing a large number of copies, you are recommended to use this function after checking for scan warping and image quality, which can prevent large-scale print mistakes.

After ending printer submission, press the **Job** button.

Press the **Reprint** button.

Enter the number of copies to be printed, and then press **Print**.

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Submission destination name

This will be displayed on the operation panel. Set the name of your choosing.

IP address of the computer

Example: 192.168.1.1

Computer name

Fully qualified computer name

Share name of the shared folder

Share name of the shared folder you have created.

User name on the computer

User name used to log in to the computer.

Password on the computer

It is recommended not to write it down for security reasons.

Chapter *4*

Preset Functions

This chapter describes the Printer's preset functions.

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The Printer must be given a description of the requirements of each copy and submission operation. You can save this description and call it when required. This description is called a preset.

You are recommended to save frequently used settings or complicated settings as presets, so that you do not have to enter the setting items or values.

When the settings for each submission destination are fixed, presets can be created in the memory for each submission destination.

With this function, presets can be called automatically by selecting a submission destination.

Creating a preset in the Memory

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Various current setting conditions can be registered as presets in the memory. Up to 10 memory presets can be registered for each of the following modes.

- Copy mode
- Digital sorting mode
- Submit to folder mode
- Submission box mode
- Printer submission mode
- E-mail scan data mode
- Submit to USB drive mode

The procedure to create a new preset is as follows.

(1) Check your intended settings on the touchpanel, and press **Preset** to display the Preset screen on the touchpanel.

(2) Press the number of the preset to which you want to save the settings and press **Create Preset**.
A pop-up screen is displayed to confirm settings of the preset.
If **Yes** is selected, the current settings are saved as the specified preset number.

> **Note**
>
> ◆ **Note that submission preset does not include the submission destination setting.**

Calling a Preset from the Memory

Presets can be called up from the memory.

The procedure to call up a preset from the memory is as follows.

(1) Press **Preset** to display the preset screen on the touchpanel.

(2) Press the number of the preset you want to call and then press **Call Preset**. Then the current copy/submission settings are changed to the ones of the called preset.

Saving Settings as Default Settings

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You can register the frequently used settings and complicated settings as the Printer's default settings instead of preset, so that the Printer returns to the settings after:

- The Printer powered on;
- The Printer reset; or
- The operation mode changed.

You are recommended to register the Printer settings as default, with which you always operate the Printer.

Settings can be saved as default settings for the following modes.

- Copy mode
- Digital sorting mode
- Submit to folder mode
- Submission box mode
- Printer submission mode
- E-mail scan data mode
- Submit to USB drive mode

The procedure is as follows.

(1) Press **Preset** to display the preset screen on the touchpanel.
(2) Press Set as Default.

A pop-up screen is displayed to confirm settings of the preset.

If **Yes** is selected, the current settings are saved as the new default settings.

> **Note**
> ◆ **Note that default settings does not include the submission destination setting.**

Changing a Preset Name

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The preset name can be changed.

You are recommended to change the preset name for easy identification, so that you can call the preset easily.

The procedure is as follows.

(1) Press **Preset** to display the preset screen on the touchpanel.

(2) Press the number of the preset whose name you want to change, and then press **Change Name**.

Then the current preset name is changed to a newly specified one.

Creating a Preset in the Memory for a Submission Destination

Make sure the preparations for operating the submission functions (📖 **page 71**) have been completed before performing these operations.

This function can be used with Submit to folder and printer submission.

Press SUBMIT

When authentication is necessary, enter a username and password, or PIN code.
For more details, see **Chapter 5** in the separate ***User's Manual for Basic Printer Operation***.

Select Submission Mode

Select the submission mode.

Folder | E-mail | Thumbnail Select
Printer | Job Box | USB Drive

Ready

Press Folder

Select destination folder screen
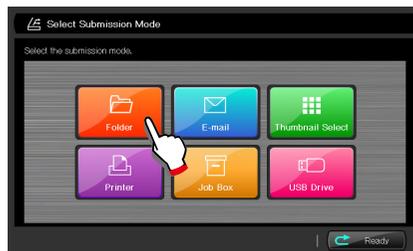
Submit to Folder

Select the destination.

Select the destination.
Select the submission destination for which you want to create preset in the memory.

Press OK

The destination of the Submit to folder function can also be handled as the destination for the thumbnail submission function.

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Submit to Folder top screen

Press Preset

Presets screen

Select a preset.

Select the preset to be set for the submission destination.
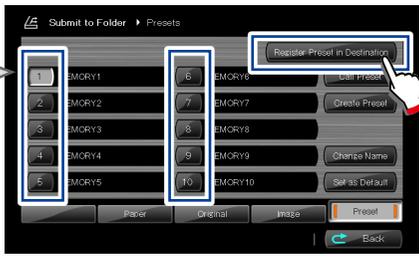
Press Register Preset in Destination

Confirm the settings, and then press Yes.

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Scan Functions

This chapter describes the scan functions of the Printer.

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To operate the scan function, change the Printer's mode by pressing SCAN. Then, from a computer connected to the network, operate the Printer to scan the original documents.

To operate this function, first install the special application, TerioStation2 (supplied as standard) on a computer connected to an IPv4/IPv6 network. Then operate this function with **Scan**, which is one of the functions in the application.

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Preparing the network and host computer

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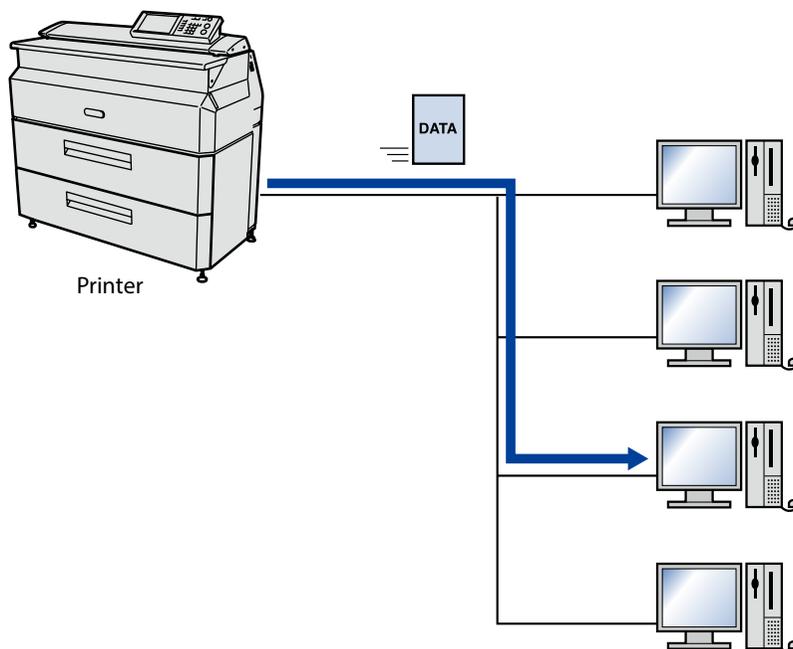
Before operating scan functions, check your printer's network connection and the application on the host computer.

◆ Checking the Printer's Network Connection

Check that the IP address, subnet mask, and gateway address of the Printer are set correctly. For more details, see the **Chapter 3** in the separate ***User's Manual for Basic Printer Operation***.

◆ Installing the Exclusive Application (TerioStation2)

For the installation procedure for the exclusive application (TerioStation2), see the ***TerioStation2 Installation Manual***.

◆ Configuring the Exclusive Application (TerioStation2)

For the configuration method for the exclusive application (TerioStation2), see the ***TerioStation2 User's Manual***.

Checking Operating Status with Message

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During the scan operation, you can check the operating statuses with the message on the screen as follows.

(1) Waiting for Scan Request

Press **SCAN** to show the screen below. This screen shows that the Printer is waiting for the request from the exclusive application (TerioStation2) on the computer connected to the same network.

A message, **Waiting for Scan Request** appears on the screen.
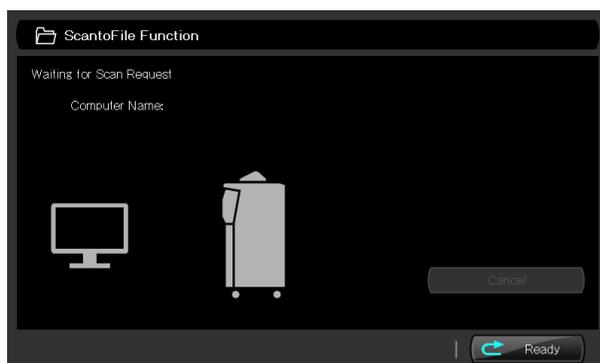
(2) Scanning from the Exclusive Application (TerioStation2)

At the **Scan** or **Scan & Copy** tab of the exclusive application (TerioStation2), configure the parameters and then press **Scan**.

The **ScanDriver** appears. Configure the settings and press the **Scan** button.

> **Note**
>
> ◆ For the configuration method for the parameters of TerioStation2, see the *TerioStation2 User's Manual*.

(3) Connection Display

When the Printer is connected to a computer and when it receives the scan request from the computer, the message changes to **Load the original**.
After the message appears, load the original.
To cancel the connection with the computer, press **Cancel** on the screen before loading the original.
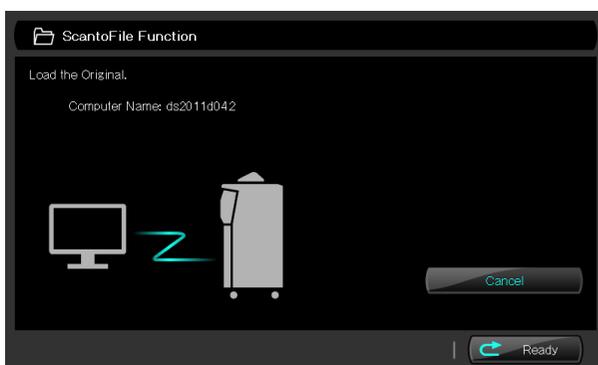
(4) Ready to Start

When the original is loaded, the message changes to **Ready to Start**.
Then press **START** to start scanning.
When the **Start Scanning** has been set to **Original Setting** on the system menu, with the original loaded, the scanner automatically starts scanning.

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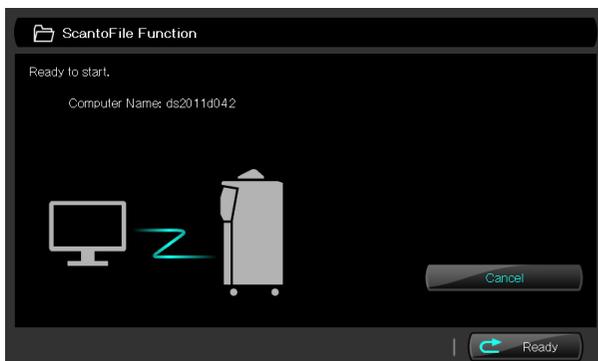
(5) Scanning Process

Starting the scan

When the Printer starts scanning the original, the message changes to "Scanning".
You can cancel the scan job at any time between the beginning of the scan and the end of the image transfer by pressing **Cancel**.

Processing

After the scan, the Printer processes the image data to transfer it to the computer.
During processing, the message changes to "Processing".

Transmitting

When the image transfer starts, the message changes to "Transmitting...".

Outputting the original

If the original has not been output when the image data transfer to the computers was completed, the message changes to "Outputting...".

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Troubleshooting

This chapter describes the action to take should a problem occur in your Printer. If the problem persists after taking the appropriate action, contact your dealer or nearest service representative.

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Unclear Copying or Scanning

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Q. **Black lines appear on scanned image or copy printout.**

A. **The shading guide or scanner glass is dirty.**

➡ Clean the shading guide and scanner glass **(📖 page 26)**.

> **Caution**
> ◆ **Before scanning or copying, remove any dirt from an original. If the original with dirt, e.g., toner, ink, or dust adherence is scanned or copied, the inside of the scanner may become dirty.**
> ◆ **When an original is long, copy or scan carefully so that it does not touch the floor.**
> ◆ **If you cannot remove a dirt from the original, copy or scan it with a carrier sheet.**

Q. **A fold in the original is copied or scanned in black.**

A. **The shadow of the fold was scanned.**

➡ Before scanning, flatten the fold as flat as possible.
➡ Change the loading direction of the original (turn by 90°). Try scanning again.
➡ Increase the **Background Compensation** setting **(📖 page 42)**.

Q. **An image on the back of the original is scanned or copied.**

A. With a thin original, image on the back side may appear on the front side, which is scanned or copied.

➡ Increase the **Background Compensation** setting **(📖 page 42)**.

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Q. **Thin or broken lines or dots appear on the printout's background part.**

A. The **Background Compensation** setting is too low.

➡ Increase the Background Compensation setting (📖 **page 42)**.

A. The **Sharpness** setting is too high.

➡ Lower the Sharpness level (📖 **page 44)**.

Q. **The printout shows Moire.**

A. **When the image is processed, regular halftone dots and lines overlap and generate moire.**

➡ Try changing the loading direction of the original.
➡ Lower the Sharpness level (📖 **page 44)**.
➡ Try changing **Original Type** to **Text/Photo** (📖 **page 31)**.

Q. **A blueprint original is copied or scanned overall with extremely high density.**

A. **The image quality setting for the blueprint original is slightly higher.**

➡ Increase the **Background Compensation** setting (📖 **page 42)**.

Q. **A blueprint original is copied or scanned overall with extremely low density.**

A. **The image quality setting for the blueprint original is slightly lower than required.**

➡ Decrease the Density setting. (📖 **page 32)**.

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Q. **The background of the blueprint original appears on the scanned image or copy printout.**

A. **The image quality setting for the blueprint original is slightly higher than required.**
➡ Finetune **Background Compensation** and **Density** settings.
(Background Compensation 📖 page 42) (Density 📖 page 32)

Q. **Characters or lines on the blueprint original do not appear on the scan or copy printout.**

A. **The image quality setting for the blueprint original is slightly lower than required.**
➡ Finetune **Background Compensation** and **Density** settings.
(Background Compensation 📖 page 42) (Density 📖 page 32)
➡ If the Original Density Disparity was set to Large during copying or scanning, change it to Small.

Cannot Copy or Scan as Expected

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Q. **Cannot copy or scan because the original is jammed.**

. . . .

A. **Originals with folds or a significant curl may cause a paper jam.**

➡ Try changing the loading direction of the original.

➡ Try scanning or copying with a carrier sheet.

Q. **The Printer does not detect the roll width or original width properly.**

. . . .

A. **At Available Size Standards of the system menu, set the size standard settings you do not use to Off.**
Automatic detection may be performed properly when the size standard settings you do not use to Off at Available Size Standards of the system menu.

➡ Some improper automatic detections are corrected when the number of the available size standards is reduced.

A. **Change the settings of Original Size Standard and Roll Size Standard from Auto to the size standard or roll size standard applied to the original. Some combinations of the original and roll paper may deactivate the Printer's automatic detection.**

➡ Some combinations of the original and roll paper may deactivate the Printer's automatic detection.

Q. **In the original's horizontal direction, a blank space is added to the copy printout; or The right and left edges of the original do not appear on the copy printout; or The size standard of the roll on which the Printer prints is different from the original's one, when the paper is selected and supplied automatically by the Printer.**

. . . .

A. **For the original and the printed paper, the size standards are not specified correctly.**

➡ For copying, the size standards for the original and printed paper must be specified.

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➡ For more on setting the printing paper series, see **Installing Paper with Other Size Series** in **Chapter 2** of the separate *User's Manual for Basic Printer Operation*.

➡ For more on Installing user defined series paper, see **Installing Paper from a User Defined Standard** in **Chapter 2** of the separate *User's Manual for Basic Printer Operation*.

➡ For the original's setting, specify the size standard of the original you intend to copy at the copy function's Original Size Standard. (📖 **page 38)**.

Q. **With a user defined size original,**
- The Printer does not copy the right and left edges of the original; or
- The Printer adds a blank space to the right and left edges to the copy printout.

● ●

A. **The user defined size is incorrect.**

➡ Refer to **Using Paper from a User Defined Series** in **Chapter 2** of the separate *User's Manual for Basic Printer Operation*. Specify a user defined size appropriate for the original and roll paper you intend to use.

A. **The user defined series original width does not match the user defined series roll width.**

➡ Match the user defined series original width with the user defined series roll width. The Printer does not copy correctly when the widths are different, for example:

- The original width to 914 mm (35.98 inches); and
- The roll width: to 880 mm (34.65 inches)

Q. **Cannot perform partial copying.**

● ●

A. **- The distance specified below is longer than the original length.**

From: Original's front end
To: Partial copy start position

➡ For partial copying, specify the partial copy start position to be less than

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the original length.

➡️ For example, against the settings below to partially copy an A3 portrait original, the Printer generates a warning message:

- Partial copy start position to 1000 mm (39.37 inches); or
- Partial copy start position to 100 mm (3.94 inches) against the original length to 10000 mm (393.70 inches)

A. **The distance specified below is longer than the original length.**
   From: Original's front end
   To: Partial copy start position

➡️ Specify the distance above so that it does not exceed the maximum scannable length.

Q. **Cannot erase the frame. Or, the frame is not erased as expected.**

A. **Frame suppression is affected by the scale setting.**

➡️ On erasing the frame with the scale activated, the frame suppression amount is affected by the scale setting.
Specify the frame suppression amount, considering that the amount is scaled up/down according to the scale setting.

Q. **Cannot add blank space. Or, blank space is not added as expected.**

A. **The Original Size is set to Auto, Portrait, or Landscape.**

➡️ When **Original Size** is set to **Auto**, **Portrait**, or **Landscape**, adding blank space is disabled.
Set **Original Size** to **Synchro Scan**.

A. **This is not affected by the scale setting.**

➡️ When adding blank space, the scale setting does not affect the amount of added blank space. Set the amount of blank space without taking the scale setting into account.

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Q. **When copying a long original, an original jam occurred when outputting the original.**

• •

A. **This is not a Printer malfunction.**

➡ Remove the jammed original by following the message displayed on the panel. The Printer can then be used as normal.

Q. **The right and left edges of the original are not scanned.**

• •

A. **The original's size standard is not specified correctly.**

➡ Set the submission function's **Original Size Standard** to the size standard of the original you intend to load (📖 **page 38**).
To specify the original's size standard you have never specified, set the size standard to On in Available Size Standard of the System menu. (For more details, see **Chapter 3** in the separate *User's Manual for Basic Printer Operation*.)

Q. **When a user defined series original is scanned, the right and left edges of the original are not scanned.**

• •

A. **The user defined size is not specified correctly.**

➡ Set a user defined size appropriate for the original in **User Defined Size** of the System menu. (For more details, see **Chapter 3** in the separate *User's Manual for Basic Printer Operation*.)

Q. **While scanning, the Printer frequently suspends feeding the original document.**

• •

A. **When the room temperature is low, on the hard disk drive to save the scan images the operation speed may decrease.**

➡ Check that the room temperature is within the range from 15˚C to 35˚C (59 to 95˚F). If not, you are recommended to increase the room temperature to be within the range from 20˚C to 30˚C (68 to 86˚F).

Improper Submission

If an error message appears, take the action described in **Chapter 6 Troubleshooting** of the separate *User's Manual for Basic Printer Operation*.

Q. **The scanned image is not submitted to the destination.**

A. **Date and time settings are not correct.**

➡ Correct the date and time settings. When the date and time settings are not correct, the data submission may be disabled.

A. **At the destination settings, the user name and/or password is not correct.**

➡ On the **Add/Edit Destination Folder for Submission** screen, enter the correct user name and/or password.

A. **The submission destination's IP address/Host Name settings are not correct. Note that the Host Name is specified only when when the destination is computer.**

➡ On the **Add/Edit Destination Folder for Submission** screen, set the correct IP address or Host Name.

A. **With a Host Name, no data is submit to another network outside the router.**

➡ On the **Add/Edit Destination Folder for Submission** screen, submit data with an IP address. Check that the Printer's routing table is specified correctly.

A. **The shared path name is not specified correctly.**

➡ On the **Add/Edit Destination Folder for Submission** screen, specify a shared path name correctly. To submit to subfolders in the shared folders, be sure to specify the path from the shared folders.

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